

**Wentworth Place, A Condominium**

**Unit Owners’ Association**

**Procedure to request parking pass replacement**

An owner and a visitor parking pass are assigned to each unit owner. If a pass is lost or damaged, the **owner** must send a request to Management company, copied to Wentworth.Place@yahoo.com, with cheque made out to Wentworth Place, for $30.00 per pass, state the reason for the replacement (damaged, lost) and indicate unit number. **Renters cannot request a pass.**

Specify which pass is to be replaced : owner or visitor.

Management company will arrange for the requested replacement pass. If owner does not live in the building, Management company will seek authorization from owner for pass to be given to tenant.

The new pass number will be logged and assigned to the **unit owner/tenant**.

**The Towing Company will be informed of lost/damaged parking passes. Any vehicle displaying a lost/damaged pass that has been replaced, will be towed at owner’s expense.**

Management and

Board of Directors