

The Housing Authority of the City of Montgomery, Alabama

RESERVED PARKING SPACES

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It is the policy of the Montgomery Housing Authority to accommodate persons with disabilities as outlined in Section XV of the dwelling lease. If a resident is issued a Handicapped Parking Tag or Permit by the State of Alabama and they do not live in a designated handicapped unit, the resident may request a Reserved Parking Space. The resident must provide the Housing Manager a copy of the approved handicapped permit or registration for a handicapped tag. Once the documentation is provided, the Housing Manager will call in a work order to have a Reserved Parking Space sign installed in the parking space that is the most convenient to the resident making the request. Also, at move in and any time a resident is approved to be assigned a Reserved Parking Space, the following statement must be put in the computer for that resident: Reserved Parking Sticker Assigned or RPSA. This statement will be added at menu option under #1 Tenants Accounts Receivable in # 4 Tenant Maintenance on Page 5, line 1 notes and # 5 maintenance notes. The Housing Manager must provide the assigned parking sticker decal number, when calling in the work order (note: this is the number on the MHA parking permit, not the number on the handicapped parking permit). Also, if the handicapped parking permit is issued for a temporary period, the Reserved Parking Space is only valid for the time period indicated on the parking permit. Residents must have a MHA assigned parking decal to qualify to have a Reserved Parking Space. The number on the parking sticker decal, which is issued by the MHA, will be **PAINTED** on the reserved parking sign and the sign will be installed no later than the following working day of the request from the Housing Manager to have the reserved parking sign installed.

If the resident's disability requires a fully accessible parking space, their name must be placed on the transfer list to a fully accessible unit and they can transfer to a designated handicapped unit as outlined in Section XIX of the Admissions and Continued Occupancy Policy for health reasons. The Housing Manager must notify the Occupancy Specialist of the transfer request and provide the name of the resident that has requested a fully accessible handicapped unit based on the disability of the head of household and/or any other disabled member of the household that is listed on the dwelling lease.

The Housing Manager must establish a control log for all Reserved Parking Spaces assigned. A copy of the control log is attached. An updated copy of the control log must be provided to the Public Housing Coordinator at the end of each quarter and is due on the first working day after the end of the quarter.

When a resident moves, the Maintenance staff know to remove the Reserved Parking Sign from the information contained in the computer, which indicates the resident has a Reserved Parking Sign. If a resident is assigned a temporary handicapped permit, the Housing Manager must call in a work order to have the sign removed when the permit expires.

