



CITY OF RICHMOND
RESIDENTIAL PARKING PERMIT INSTRUCTIONS
Department of Finance

July 01, 2011 to
June 30, 2012

Fan District

1. Complete a Residential Parking Permit Application, providing answers to all questions.
 - A. Property Owners/Residents p.1
 - B. Renters p.2
2. Sign and date the application.
3. Renters must provide a copy of their lease and have the property owner/landlord sign the renter's application found on page two.
4. Vehicles utilized by residents of the Fan District that are not full time college students should be registered to the City of Richmond to qualify for a parking decal. A **full-time** student may use their domicile, other than Richmond, for tax purposes, if permitted by the Virginia Department of Motor Vehicles. To verify their status, the student must provide a copy of their full-time schedule at the time of applying for a Fan District Permit. **Part-time** student residents must register the vehicle in and pay personal property taxes to the City of Richmond to obtain a Fan District Parking Permit.

5. Payment Method(s) and Locations

A Payment Methods:

1. Cash, Money Order, Cashier's Check, etc.
2. Credit Card – (MasterCard, Visa, Discover, American Express) – 2.5% Convenience Fee assessed to and paid by customer as required in agreements with credit card companies.

B Payment Methods:

1. **City Hall**, Room 102, 900 East Broad St
2. **Mail:** City of Richmond
Department of Finance – Collections
Attn: Fan Parking
900 East Broad St
Room 102, City Hall
Richmond, VA 23219