



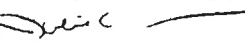
Department of  
Housing Preservation  
& Development  
nyc.gov/hpd

RAFAEL E. CLSTERO  
Commissioner  
DOUGLAS APPLE  
First Deputy Commissioner  
A. A. HENDRICKSON  
Deputy Commissioner  
JULIE WALPERT  
Assistant Commissioner

Office of Asset & Property Management  
Division of Housing Supervision  
100 Gold Street  
New York, N.Y. 10038

March 31, 2011

To: Boards of Directors, Managing Agents and Site Managers of Non-HUD Insured Mitchell-Lama Housing Corporations

From: Julie C. Walpert 

Subject: Parking Rules

---

Beginning June 1, 2011, the following requirement must be incorporated into every Non-HUD Insured Mitchell-Lama housing company's parking rules. Each housing company will continue to retain discretion for other rules such as pricing and waiting lists, subject to approval by HPD.

1. Only residents who are listed on the income affidavit shall be permitted to rent a parking space.
2. To register for a parking space, the following documents must be presented:
  - a) A current New York State Driver's License which shows the address at the Mitchell-Lama development as the licensee's residence.
  - b) A current New York State non-commercial motor vehicle registration, in the same name as the licensee, with the same address as the licensee.
  - c) A current insurance certificate for the vehicle listed in b) above.
  - d) The housing company shall keep a copy of submissions from a, b and c above in its files for a minimum of five years.
3. Vehicles must be re-registered annually in accordance with these rules.
4. Exceptions may be made for employer-owned passenger cars which are used by a person who is listed on the income affidavit.

HPD is instituting this policy because of concerns about possible housing company liability arising from improperly insured motor vehicles parking on its facilities.

