

BIG SIX TOWERS, INC.

A HOUSING COOPERATIVE SPONSORED BY
NEW YORK TYPOGRAPHICAL UNION NO. 6

60-10 Queens Boulevard, Woodside, NY 11377 - (718) 898-7022 - management@bigsixtowers.nyc

MEMORANDUM

TO: SHAREHOLDERS WITH PARKING OCCUPANCY
FROM: MANAGEMENT ~~XXXX~~
SUBJECT: UPDATE VEHICLE REGISTRATION & INSURANCE
DATE: OCTOBER 24, 2022

IF YOU DO NOT HAVE A PARKING SPOT, DISREGARD THIS MEMO

Please be advised that we are conducting a parking audit. HPD regulations require you to update your vehicle registration and insurance annually with the Big Six Management Office. Your registration and insurance must show Big Six Towers as your address. This is an HPD requirement. HPD will not issue waivers from now on.

Please fill out the information below for each vehicle in your household utilizing your parking spot. Please drop off this form along with copies of the aforementioned paperwork at the management office by **Friday, November 18, 2022.**

Name	Building & Apt.	Parking Lot	Space Number	Make & Model	Year & Color

Any new vehicles within the household or vehicles no longer in possession should be notified to management in writing. If you have more than one vehicle, you must have a sticker for each one. A vehicle registration form is required for each vehicle.

Failure to comply with HPD regulations of updated registration and insurance documentation and/or parking stickers will have their parking privileges revoked. Vehicles parked in Big Six lots that do not have a sticker will be towed at the owner's expense without further notice.
THANK YOU FOR YOUR COOPERATION!