

# River Place

Owners' Association

## FORM 1

### Parking Space Owners and Tenants Registration Form

Please complete this form to confirm your entry gate and garage access preferences. Email the completed form to [conciierge@riverplacecommunity.com](mailto:conciierge@riverplacecommunity.com) or bring the completed form to the Parking Office by April 30, 2026.

**PARKING SPACE OWNERS** –complete this section. If there is more than one person in your household that needs access, please list all names and email addresses.

Owner Name(s): \_\_\_\_\_  
Owner Email Address: \_\_\_\_\_  
Parking Space Number: \_\_\_\_\_

If a tenant leasing your parking spot, please complete the above section and provide your tenant with this form to complete the tenant section. Have them email the completed form to [conciierge@riverplacecommunity.com](mailto:conciierge@riverplacecommunity.com), or bring the completed form to the Parking Office by April 30, 2026, along with a copy of their unexpired River Place ID, photo ID, and the parking lease agreement or Owner's consent to use the parking space.

Tenant Name (s): \_\_\_\_\_  
Tenant Email (s): \_\_\_\_\_

#### **Circle Access Preference (You may select multiple options)**

- FOB - \$25 fee
- PIN Code
- Verkada Pass App (phone access, email required)

If you select a PIN or Verkada Pass App, you will receive an email after May 1, 2026, with the information required to gain access. If you select a FOB, please visit the RPOA Parking office to submit payment and obtain FOB.

Questions? If you have questions regarding your community access, please contact the Owners' Association Parking Office at 703-276-9811. We appreciate your patience as we work to ensure your access.

RPOA Office Use Only  
Date Received: \_\_\_\_\_