



## Parking Permits and Guest Pass Registration Guide

**THE LICENSE PLATE IS CRITICAL! IF YOU CHANGE LICENSE PLATES OR FROM A TEMP TAG - YOU MUST UPDATE IT!!!**

All permits are “Virtual”, no hangtags or stickers will be issued. Be sure to enter your vehicle information for EACH permit.

**IF YOU DON'T RECEIVE A CONFIRMATION EMAIL OR YOUR PLATE NUMBERS AND LETTERS ARE WRONG - YOUR VEHICLE IS NOT PROPERLY REGISTERED! - DOUBLE CHECK YOUR PLATE NUMBERS AND LETTERS FOR ACCURACY!**

**It is your responsibility to manage your parking permits - KEEP THEM CORRECTLY UPDATED ALWAYS!!!**

### The Rules -- How it Works

- 1) All Resident and Guest Parking Permits are **FREE** -- the Payment Amount is: **\$0.00 Dollars**
- 2) Each Unit gets 1 Parking account. The account must be set up and managed by the Owner or a Tenant
- 3) Each Unit is entitled to the use of 2 regular unassigned “Resident Open Lot” Parking spaces **ONLY**
- 4) Each Unit **MAY** have up to 10 Vehicle/Guest day/night Passes per month of additional Parking, **based on availability**
- 5) Guest Passes reset at the beginning of each month, they do not rollover and cannot be used by another Unit
- 6) SHORT-TERM RENTALS must use regular “Resident Open Lot Permits” **NOT** Guest Passes for their Renters. You must change/update the Registered Vehicles for every New Renter’s Vehicle that is Parking on the Property
- 7) **Any abuse of the Guest Parking Passes may result in the revoking of your Guest Pass Parking privileges**
- 8) **Failing to Register a Vehicle correctly may result in being Booted and/or Towed -- Please be careful and diligent**
- 9) **CAUTION -- If you change License Plates or change from a Temporary Registration Paper Tag to a regular License Plate you MUST UPDATE your Parking account immediately. Login into your account, then Click on Permit/Vehicle Details, then Click on “Edit Vehicle” to update the Vehicle's Correct License Plate information. Double check your plate numbers and letters.**
- 10) The Owner or Tenant that manages a Unit’s Parking Passes must cancel the active permits when they move out

### How to Register for the First Time - Current Accounts holders just use “LOGIN”

- All permits are free - No credit card is needed and no charges will occur
- CLICK the “CLICK HERE TO REGISTER ALL VEHICLES” LINK on [www.sunridge2.com](http://www.sunridge2.com)
- OR go to [www.simplypermits.com/login](http://www.simplypermits.com/login) and select “Colorado” then “Avon”
- Enter your information under “REGISTER” (all users must provide a valid and active email address)
- After registering, click on “Purchase a permit” THEN from the dropdown menu select “Sunridge II Condos”
- SELECT “Resident Open Lot” for RESIDENTS OR RENTERS – SELECT “Guest Pass” for GUESTS
- SELECT your correct **UNIT NUMBER** from the dropdown menu – VERY IMPORTANT
- ENTER your vehicle information. **All information except the VIN number must be entered CORRECTLY**
- You may enter your actual VIN number OR select 17 random numbers, BUT this field must be filled in.
- **Sunridge will not check for VIN numbers, Make, Model, etc., only correct, accurate license plates**
- Once completed, click “ADD TO CART”
- You may add other vehicle(s) and put them in the cart until complete
- Once completed, click “PROCEED TO CHECKOUT”. THEN finish filling out the **ACCOUNT DETAILS**
- **YOU MUST click “PAY NOW” to finish the process! IF YOU DON'T YOU ARE NOT REGISTERED!**
- **IF YOU DON'T RECEIVE A CONFIRMATION EMAIL OR YOUR PLATE NUMBERS AND LETTERS ARE ENTERED WRONG - YOUR VEHICLE IS NOT PROPERLY REGISTERED!**