



## Parking Permits and Guest Pass Registration Guide

**THE LICENSE PLATE IS CRITICAL! - YOUR LICENSE PLATE IS YOUR PARKING PERMIT**

**IF YOU CHANGE LICENSE PLATES OR CHANGE FROM A TEMPORARY REGISTRATION TAG - YOU MUST UPDATE IT IMMEDIATELY!!!**

**IF YOUR PLATE NUMBERS AND LETTERS ARE WRONG - YOUR VEHICLE IS NOT PROPERLY REGISTERED!**

**DOUBLE CHECK YOUR PLATE NUMBERS AND LETTERS FOR ACCURACY!**

**The Owner is ultimately responsible for their Unit's parking permits - KEEP SOME SORT OF ACCESS TO THE ACCOUNT**

**TIP: For long-term Tenants it is usually easier if they hold the Account to manage their Vehicles. For very short-term Rentals it is usually better for an Owner/Manager to hold the Account and manage all Vehicles. TIP: Take a picture of the Plate for accuracy.**

**TIP: Regardless of who holds the Parking Account; the Username and Password should be shared between Owner, Tenant, and Manager (if any), so that anyone can "Login" and Manage, Edit, and/or Cancel any permits.**

### The Rules - How it Works

- 1) All Resident and Guest Parking Permits are **FREE**
- 2) Each Unit gets 1 Parking Account, the account can be set up and managed by an Owner or Tenant, Manager on behalf of the Owner
- 3) Each Unit is only entitled to the use of 2 regular unassigned Parking spaces ("Resident Open Lot" Permits)
- 4) Each Unit **MAY** have up to 10 Guest 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) **Any abuse of the Guest Parking Passes may result in the revoking of your Guest Pass Parking privileges**
- 7) **Failing to Register a Vehicle correctly may result in being Booted and/or Towed - Please be careful and diligent**
- 8) **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.**
- 9) **TIP: "Login" to your account, then Click on that Permit/Vehicle Details, then Click on "EDIT VEHICLE" to update the Vehicle to the New Correct License Plate information. Double check and then Click on "Save Changes"**
- 10) The Owner must insure that a Unit's active Parking Passes are canceled when a Tenant moves out (or they sell the Unit). Failing to do so may result in management and/or administrative charges to assist in the process.

### How to Register for the First Time - (Current Account holders just use "Login here")

- **All permits are free - No credit card is needed, and no charges will occur**
- CLICK on the **"CLICK HERE" TO REGISTER ALL VEHICLES** LINK on the ([sunridge2.com](http://sunridge2.com)) website
- OR go to [www.simplypermits.com/login](http://www.simplypermits.com/login) and select **"Colorado"** then **"Avon"**
- See "Don't have an account?", CLICK on "Register here"
- Under "REGISTER NEW ACCOUNT", enter Username, Email, Password, check "Accept" box, and CLICK "Register"
- 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 should be entered CORRECTLY**
- **Tip:** You may enter your actual VIN number, OR select 17 random numbers and letters, BUT this field must be filled in.
- **Sunridge will NOT check VIN numbers, Make, Model, or Year, ONLY your correct and 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**
- **Make sure to enter your correct "COMMUNITY UNIT NUMBER" in "ACCOUNT DETAILS" - FOR EXAMPLE: X123**
- YOU MUST click **"COMPLETE REGISTRATION"** to finish! IF YOU DON'T YOU ARE NOT REGISTERED!
- **IF YOU DON'T RECEIVE A CONFIRMATION EMAIL, OR THE VEHICLE IS NOT APPEARING ON YOUR DASHBOARD, OR YOUR PLATE NUMBERS AND LETTERS ARE INCORRECT - YOUR VEHICLE IS NOT PROPERLY REGISTERED!**