**Standard Operating Procedure (SOP) for Four-Wheeler Vehicle Parking & Visitor Parking in Amaze by Urban Tree Apartment**

**1. Purpose**

To establish a **structured vehicle parking system** that ensures **efficient allocation, security enforcement, and orderly management** of **resident and visitor parking slots**.

**2. Scope**

This SOP applies to **all apartment owners, tenants, visitors, and security personnel** managing **designated four-wheeler parking spaces**, including **reserved visitor parking slots**.

**3. Parking Allocation & Management**

**3.1 Resident Parking Slots**

* **Each apartment unit is assigned one dedicated parking slot** (if applicable).
* Additional parking slots, if available, will be allocated **based on availability and society approval**.
* Residents must **register their vehicle details** with the Society Office.

**3.2 Visitor Parking Slots**

* **11 visitor parking slots** are allocated near the main entrance or designated zones.
* Visitor parking operates on a **first-come, first-served basis**.
* Maximum visitor parking duration is **[X] hours** *(or subject to society policy)*.

**4. Parking Rules & Regulations**

**4.1 Resident Parking Guidelines**

* Only **registered vehicles** are permitted in residential slots.
* Vehicles must be parked **within marked lines to avoid obstruction**.
* Parking slot **cannot be sub-let or exchanged** without prior society approval.
* No vehicle **repairs or prolonged cleaning activities** are permitted in parking areas.

**4.2 Visitor Parking Guidelines**

* Visitors must **register their vehicle at the security gate** upon arrival.
* Security assigns an available **visitor parking slot**.
* No overnight visitor parking is allowed **without prior permission** from the Society Office.
* **Improperly parked vehicles may be towed at the owner's expense**.

**4.3 Unauthorized Parking & Violations**

* Any vehicle parked **in a non-designated space** will be issued a **warning notice**.
* Repeated violations **may result in fines or access restrictions**.
* Security reserves the right to **restrict entry for non-compliant vehicles**.

**5. Security & Access Control Measures**

* **CCTV surveillance** installed at parking zones for monitoring.
* Security guards to patrol **visitor parking areas regularly**.
* **Resident vehicle stickers or RFID tags** may be issued for easy identification.
* Emergency towing provisions exist for **abandoned or illegally parked vehicles**.

**6. Parking Disputes & Complaint Handling**

* Parking-related complaints should be submitted to the **Facility Manager or Society Office**.
* Disputes over **parking allocations or violations** will be reviewed by the **Managing Committee**.
* **Decisions will be made based on fairness, availability, and society rules**.

**7. Annual Review & Amendments**

* Parking policies are **subject to review annually** in the **General Body Meeting (GBM)**.
* Adjustments may be made based on **resident feedback and operational requirements**.

**8. Contact Information**

For parking-related assistance, contact the **Facility Manager / Security Desk** at **[Phone / Email]**.

***General Guidelines***

* Vehicle stickers are issues to the residents at the time of Move-In. No additional charges are to be paid for this (part of Move-In fees).
* AMAZE will issue the stickers as per parking allotment letter given by the builder in following numbers (per parking slot)  
  1 x Car and 1 x Bike sticker OR  
  2 x Cars and 1 x Bike sticker OR

2 x Cars and 2 x Bike stickers maximum

Vehicles must be parked in the respective allocated Car / Bike parking only.

* If additional stickers are required, to park an additional car in the AMAZE premises, a letter of authority from the owner to the Association on whose vacant parking will be used and then an additional sticker will be issued after payment of Rs 100/= (and providing car details as specified in this form).
* Parking Stickers are nontransferable and are associated with the registration number of a vehicle.

[***To Obtain Vehicle Sticker (First Time)***](https://www.vbowa.com/sop-id-cardvehicle-stickers/)

* Residents need to visit the Association office and hand over the following documents to receive the stickers for 2 and 4 wheelers.
  + RC book Photocopy of the Vehicle for which the stickers must be issued.
  + If the vehicle is not in the resident’s name, a signed letter from the Owner authorizing the resident to use the vehicle must be submitted.
  + In case of tenant, lease agreement photocopy to be submitted.
* On verification of the document the Association issues the sticker and puts the sticker in the vehicle. Stickers are not handed over to the residents.
* Vehicle details are entered into **xxxxxxxx** Database by the Association for future reference.

[Loss / Damage of Vehicle Stickers](https://www.vbowa.com/sop-id-cardvehicle-stickers/)

* If one/two stickers as per your parking/s have already been issued and an additional sticker is required (in case - lost old sticker, damaged old sticker or purchased new car) a minimal amount of Rs 100/= will be charged for issuance of the sticker)