

**ANDALUSIA HOMEOWNERS ASSOCIATION**  
*Ron Shore, Board President*  
Tel: (510) 505-9973  
e-mail: [rshore@oneworkplace.com](mailto:rshore@oneworkplace.com)

**EXTENDED STAY PARKING REQUEST FORM**

Name of Unit Owner(s) or Resident(s): \_\_\_\_\_

Unit Address: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ Telephone (Evening): \_\_\_\_\_

Dates Requested for Extended Use of Guest Parking by Guest: \_\_\_\_\_

Name of Owner of Guest Vehicle: \_\_\_\_\_

License Plate Number of Guest Vehicle: \_\_\_\_\_

Purpose of Requested Extended Use of Guest Parking by Guest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Once completed, this form should be emailed to Ron Shore (email: [rshore@oneworkplace.com](mailto:rshore@oneworkplace.com)) at least two (2) weeks prior to the start of the date requested. Please note that the extended use of Guest parking may only be requested for a guest vehicle and not a vehicle belonging to a resident in the community. In addition, only one permit will be issued per guest in any six-month period.*

*Once approved, a temporary permit will be issued and emailed to the resident's unit address. This permit should be displayed in the rear window of the guest vehicle while the vehicle is parked inside Andalusia. Guest vehicles parking more than 48 hours in any seven-day period and not displaying this permit or vehicles displaying an expired permit will be subject to towing at the owner's expense.*