

## **REQUIRED DOCUMENTATION FOR PARKING DECALS**

All residents/property owners must provide a valid driver license and current vehicle registration in the resident's name or in the name of a parent with the same last name.

### **❖ PROPERTY OWNER FOR HOMESTEADED PROPERTIES**

1. A copy of the tax bill or TRIM notice from the Alachua County Tax Collector, or proof of homestead exemption from the Alachua County Property Appraiser. The property must have a current homestead exemption.

**\*\*If you have a question regarding your homestead exemption status, please contact the Alachua County Property Appraiser Office at (352) 374-5230.\*\***

### **❖ RENTER/TENANT OR PROPERTY OWNER W/O HOMESTEAD**

1. 2 proofs of residency, dated within the past 60 days, in the resident's name for the Gainesville address
  - a. Lease (must currently be in effect and have the signatures of the tenant and property owner/manager)
  - b. Gainesville Regional Utilities (GRU) bill
  - c. Other utility bill (e.g. phone, cable, internet, etc.)
  - d. Bank and/or credit card statement
  - e. Official mail from the University of Florida or Santa Fe College
  - f. Online proof of local address with UF or SFC (other proof must be lease or GRU bill)
  - g. **Apartment tenants** Name provided on an official list of tenants provided by the complex management (other proof must be a current lease)
  - h. **Property Owner w/o Homestead** (Only this is required) Bring a copy of property ownership (see Homestead Properties above)

Parcel mail, junk mail, magazines, and advertisements are not acceptable proofs of residency. Multiple proofs from the same source are also not acceptable. For example, a letter from the University Registrar and a letter from the Dean of a college are both considered as one proof from the University of Florida, not two separate proofs. This also applies to leases and lease addendums.

### **❖ FRATERNITY/SORORITY MEMBER OR INFINITY HALL RESIDENT**

Your name must appear on the official member list provided to the City by the appropriate UF Office. If your name is not on the list of residents or if you are not listed as a live-in member (Greek House), then our office cannot issue a full-time parking decal. **(Greek House Only→)** If you are a member, but do not live in the house and your name is on the list, you qualify for a meal time decal valid from 11:00 a.m. until 1:30 p.m.

### **VEHICLE REGISTRATION REQUIREMENT**

The following persons are considered immediate family for parking decal purposes: father, mother, grandfather, grandmother, stepfather, stepmother, brother, sister, stepbrother, stepsister, grandson, or granddaughter. If your last name and the vehicle owner's last name are not the same or if the vehicle owner is not a parent and you have one of these relationships, you must have a **VEHICLE USE AFFIDAVIT** executed in order to purchase or pick up a decal. Please ~~call (352) 334-5024 to request an affidavit or go online to print one out.~~ If you have or had a legal guardian that was not a member of your immediate family and you are using he/her vehicle, your guardian will need to sign a notarized statement that he/she is or was appointed as your legal guardian and execute the vehicle use affidavit if both of you have different last names.

*Click on the link*

*an affidavit.*

### **EXPIRED DOCUMENTATION**

Our office cannot accept any documentation that has expired. You will need to get an updated document and then come back to our office to purchase or pick up your decal.

### **GRACE PERIOD**

The only grace period is from **July 15–August 31**. Tickets will be issued starting on September 1.

**\*\*REQUIREMENTS TO HAVE A DECAL MAILED DIRECTLY TO THE RESIDENT\*\***

When purchasing the decal, please check the box to have the decal mailed to the resident. You must then send an e-mail to [PDdocs@cityofgainesville.org](mailto:PDdocs@cityofgainesville.org) with the following information:

- The name of the person who purchased the decal (the name used for the online purchase)
- The name and address of the resident (include apartment number if applicable)
- Attach the following:
  - Copy of the resident's driver license
  - Copy of the vehicle registration (see Vehicle Registration Requirement above)
  - Copy of the required proof of residency (see requirements above)

These documents will be attached to your file. If additional documentation is required, you will be notified the next business day after the decal was purchased. The City of Gainesville accepts no liability for delayed, lost, undeliverable, misdirected, returned, or non-delivered mail.

**Vehicle Use Affidavit**

Before me personally appeared \_\_\_\_\_, who first being duly sworn, states as follows:

1 I am the registered owner of a \_\_\_\_\_  
(Year) (Make) (Model)  
with license tag/plate \_\_\_\_\_ and VIN \_\_\_\_\_  
which is registered in the State of \_\_\_\_\_.

2 That \_\_\_\_\_ is my \_\_\_\_\_ and  
(Decal Applicant's Name) (Relationship of Vehicle Owner to Applicant)  
has my permission to use said vehicle.

Further, Affiant sayeth not.

\_\_\_\_\_  
(Affiant Signature)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_; 20\_\_\_\_, by  
\_\_\_\_\_, who is personally known to me or produced a  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

If the notary's seal is a rubber stamp, fax the fully executed affidavit to (352) 393-8316 or have the vehicle owner email the affidavit to the resident and bring a printed copy of the affidavit to Billing & Collection. If the notary's seal is an impressed seal, the original affidavit will need to be provided to Billing & Collection.