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""""Alan D. Horres, Jr
""""Director

City of Charleston
South Carolina

Revenue Collections Division
Parking Tickets & Permits

MEMORANDUM

TO: Residential Renters
FROM: Karen C. Jenkins, Parking Collections Supervisor
Revenue Collections Parking Division
SUBJECT: Renter's Residential Decal Requirements
DATE: January 01, 2038

Currently renter's need to provide the following in order to obtain a parking permit:

1. *A current lease agreement.
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 2. A notarized form (provided by Revenue Collections) outlining terms of rental agreement if a lease does not exist.
 3. A current vehicle's registration (if last names different must bring notarized form from owner giving permission to use vehicle).
- OR
4. A current bill of sale from the recent purchase of a new vehicle.

If the lease agreement has terminated but states month to month after original terms then a Form from Revenue Collections will need to be obtained & notarized outlining the dates. (Ex. 1/04 original date to 5/31)

PLEASE NOTE: All unpaid parking citations must be paid in full, before a new residential parking permit will be issued.