



Dear **Citrus Heights** resident,

Patrol One has been contracted to administer and enforce the common area parking of your community. Please read and, if applicable, complete the below, to ensure your vehicle and your guests' vehicles are in compliance of the community's parking rules. Any/all vehicles parked in common area parking between the hours of **12:00am** and **6:00am** must either have a Patrol One Resident Plate Permit, or a Patrol One Guest Safelist, else be subject to citations and/or towing.

Resident Vehicles		Resident vehicles must have approved Plate Permits on-file with Patrol One prior to parking in common area parking. Use the attached Resident Plate Permit Application to apply for resident Plate Permits.
	1	Also required, ONE current DMV registration showing a Citrus Heights address (only for the ONE vehicle needing to be plate permitted).
	2	Garage and driveway vehicles DO NOT need to have a plate permit. All addresses automatically are approved to receive one plate permit and no cost.
	3	Any resident requesting more than one plate permit MUST contact the Manager to have Board review and possibly approve. Any additional approved permits will cost \$100 per year.
Guest Vehicles	6	Guest vehicles must have approved Safelists for each night while parked in common area parking. Resident vehicles may NOT be safelisted using the guest safelist program.
	7	See the attached Guest Safelist Instructions for additional details.
Enforcement Start Date	June 1, 2023	
Enforcement Period	12:00am - 6:00am daily	

All non-permit/Safelist parking rules will be enforced per the community's parking rules. These rules may change over time, so please refer to your community's **current** parking rules for current definitions.

Resident (Long Term) Plate Permit Application for Citrus Heights

Complete and return this application (and required copy of **ONE current DMV vehicle registration showing onsite address**). Approvals/rejections/questions will be emailed to your address below, within 3 business days of our receipt of completed applications/documentation.

A maximum of **one (1)** Plate Permit may be issued to each unit at NO COST.

Any additional permit requests MUST be submitted to Management for review by the Board.

Additional approved plate permits will be at \$100 per year each.

Plate Permit Request	1	Make _____ Model _____ Color _____ Lic. Plate _____
	1a	<input type="checkbox"/> Copy of on-site DMV vehicle registration

Resident Info	2	Unit Owner name	
	3	Resident name (if different from owner)	
	4	Resident e-mail address	
	5	On-site address	
	6	Day phone number	
	7	Evening phone number	

Return	Mail	Patrol One 1820 E. First St., Suite 210 Santa Ana, CA 92705	Email	permits@patrol-one.com	Fax	714.541.0990
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Application status updates will be provided within three business days of our receipt of the application. Incomplete/inaccurate applications will not be processed and will result in significant approval delays.

Vehicles **may not** park in common area parking until approval confirmation has been issued by Patrol One. Any changes to a permitted vehicle's information must be immediately reported to Patrol One at permits@patrol-one.com.

Guest (Short Term) Safelist Instructions

Guest vehicles must have approved Safelists for each, and every night parked in common area parking. Follow **one** of the methods below to Safelist a guest vehicle.

Each on-site address is allocated **15 Safelists per 90-day period**. A Safelist represents a single approved overnight stay for a single vehicle on a single date. Safelist may be used for a single vehicle over multiple nights, or for multiple vehicles on a single night.

If you do not have access to an Internet connected computer, you may call our 24-hour Communication Center, at 714.541.0999, and our staff would be happy to complete the below process with you over the phone.

Safelist Profile Setup First time use only	1	Obtain your Safelist Profile Activation Code from the attached document
	2	Visit www.patrol-one.com
	3	Click the blue Safelisting button on the home page
	4	Click the Create/Activate button in the blue bar at the top right
	5	Enter your Profile Activation Code , then click the Activate button
	6	Complete the Resident Profile Information section, then click the Create button
Logging in to a previously configured Profile	7	Visit www.patrol-one.com
	8	Click on the blue Safelisting button on the home page
	9	Click the Login button in the blue bar at the top right
	10	Enter the Email address and password used to configure the Profile
Adding guest vehicles to a Profile	11	Enter the desired Vehicle Plate into the Vehicle Information box on the left
	12	Click the Check button
	13	If the vehicle already exists in our system, the vehicle details will appear
	14	If the vehicle is new to our system, enter the Make, Model, and Color
	*	Once entered, vehicles are saved to your Profile, for easy future access
Selecting Safelist Dates	15	Be sure the Property Information, Vehicle Information, and Contact Information sections are complete
	16	Enter a desired Safelist Date (or use the calendar selector) into one of your available/unlocked Safelist Token slots
	17	Continue Step 2 above, until you have selected all your desired Safelist overnight dates
	18	Click the Submit button
	19	Confirm the Safelist request information
	19	Print the Safelist Confirmation Number page (optional)

Please take note of any parking violations listed on your **Safelist Activation Document** that are not covered by Safelisting. Those violations **will** be enforced per the parking rules, **even if the vehicle has a valid Safelist**.

Resident Plate Permits – Additional Information

Complete and return this application (**and required current DMV vehicle registration(s) showing resident's name**) to Patrol One. Approvals/rejections/questions will be emailed to the address below, within 3 business days of our receipt of completed applications/documentation.

Fees

Your community imposes fees for each plate permit issued beyond one. Here are the associated fees for each permit issued:

- Check made out to the Association to be submitted to Management with application.
- Second permit: \$100
- Third permit: \$100

Vehicle Information Changes

Any changes to permitted vehicle information must be immediately emailed to permits@patrol-one.com to prevent the citing or towing of the new or updated vehicle.

Company Owned Vehicles

Company owned vehicles **may** be eligible for parking permits. Please submit **both** of the following:

- Letter on company letterhead, showing your name and authority to have custody and control of the vehicle.
- Current vehicle registration

Two-Wheeled Vehicles

Applications that include two-wheeled vehicles must be submitted directly to the Board of Directors for approval.