



Joseph P. Riley, Jr.  
Mayor

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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, 2008

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

1. \*A current lease agreement or
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.**