

**APPLICATION FOR ALLOTMENT OF PARKING SPACE  
(From the Member of Society Name.)**

Date: \_\_\_\_\_  
 From,  
 Mr. / Mrs. \_\_\_\_\_  
 Flat No. \_\_\_\_\_  
 Society Name \_\_\_\_\_  
 Society Address \_\_\_\_\_

To,  
 The Secretary  
 Society Name \_\_\_\_\_  
 Society Address \_\_\_\_\_

Respected Sir,

**Subject: Application for allotment of Parking Space**

I, the undersigned, Mr. / Mrs. \_\_\_\_\_ am member of your society, residing in Flat No. \_\_\_\_\_. I am member of your society since \_\_\_\_\_. I am residing in the society since \_\_\_\_\_.

I have purchased a four-wheeler/ two-wheeler, which will be used by me and for my family. I request for allotment of a parking space in my favour at the earliest.

**The details of my vehicle are as below;**

<b>Make</b>		<b>Model</b>	
<b>Registration No.</b>		<b>Registration Date</b>	
<b>Registered in name of</b>			

I agree to pay regularly the parking charges that would be levied by the society and abide to the rules and regulations put down by the society from time to time.

Thanks & Regards  
 Yours Sincerely,

Members' Signature

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**For Official use:**

Inward No: \_\_\_\_\_ Inward Date: \_\_\_\_\_  
 Received by: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Documents verified (if any): **Yes / No** Parking Space to be allotted: **Yes / No**  
 Parking Slot allotted: **Yes / No** Parking Slot No.: \_\_\_\_\_ Allotted on date: \_\_\_\_\_  
 Wait Listed: **Yes / No** Wait List No.: \_\_\_\_\_ As on date: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

Authorised by:

Signature & Date:      Chairman / Secretary      Committee Member