



Parking Policy All Programs

Background

To effectively manage the limited parking areas across MHA communities, the Methuen Housing Authority has established the following policies and procedures for tenants and their visitors.

General Policy

The MHA may designate parking areas by signage or markings, including but not limited to: TENANT PARKING, VISITOR PARKING, MHA STAFF PARKING, HANDICAP PARKING, and NO PARKING zones.

Resident Vehicle Requirements

Residents must meet the following criteria to park on MHA property:

- Vehicles must be registered in the state of Massachusetts and in the name of a leaseholder.
- The resident must have a valid Massachusetts driver's license.
- Vehicles must have a current inspection sticker, be insured, and kept in operable condition.
- Tenants must comply with all applicable motor vehicle laws.
- Tenants who do not own a vehicle are not entitled to an assigned parking space.

Only vehicles that meet all these requirements may be parked on MHA property.

Parking Permit & Decal Requirements

1. Residents must submit a valid driver's license and vehicle registration for each vehicle to obtain a parking permit. Documentation must be under the name of a leaseholder, and

the vehicle registration should reflect the resident's MHA address (unless they have lived at the unit for less than two months).

2. Parking decals must be displayed on the rear window of the authorized vehicle.
3. Each unit is allowed to register one (1) vehicle. A second vehicle may be permitted if there is more than one adult in the household with a valid Massachusetts driver's license and the additional vehicle is registered in Massachusetts. All required documentation must be submitted to the Methuen Housing Authority, and a parking decal must be issued. The additional vehicle must be parked in a designated visitor space or must be parked off-site.
4. Only vehicles with valid MHA parking decals may be parked in MHA tenant spaces.
5. Decals are non-transferable between vehicles or between MHA developments.
6. Parking decals must be renewed annually. Failure to renew may result in loss of parking privileges.
7. Tenants are not entitled to a parking space simply by owning a vehicle. Availability is first-come, first-serve, and tenants may be placed on a waiting list.
8. Tenants must notify their Housing Manager immediately if:
 - The license plate number changes.
 - The vehicle is sold or replaced.
 - A household member with a vehicle moves in or out.
 - The vehicle becomes unregistered, uninsured, uninspected, or inoperable.

Parking Rules & Prohibited Conduct

- Vehicles must be parked only in spaces assigned or designated by the Housing Manager.
- Visitors may only park in spaces designated as visitor parking.
- Visitors are not allowed in tenant spaces. If no visitor spaces are available, visitors must park off-site.
- This applies to all visitors including family, friends, healthcare workers, and service providers.
- Cones, objects, and/or signage may not be placed in parking spaces for any reason.

- Motorcycles, mopeds, and scooters must park in designated areas.
- Commercial vehicles, trailers, RVs, and buses are not allowed on the property.
- Vehicles must not leak fluids. Tenants are responsible for cleanup and any MHA costs related to fluid leaks.
- Car washing is not permitted.
- Routine maintenance and mechanical repairs are not allowed on MHA property. This includes oil changes, engine work, brake repairs, car washing, and similar activities.

Exception: Only emergency repairs (e.g., flat tire changes or battery replacement) may be performed and must be completed promptly.

If a tenant or visitor refuses to stop non-permitted vehicle work upon request, the vehicle will be towed at the owner's expense without further notice.

Visitor Parking

- Visitors may only park in spaces marked "VISITOR PARKING."
 - Visitors are not permitted to park in tenant spaces.
 - If no visitor spaces are available, visitors must park off-site.
 - This applies to all visitors, including family, friends, healthcare workers, or service providers.
 - Tenants may not lend, sublet, or assign their parking decal or parking space to anyone.
 - Tenants are responsible for ensuring their visitors follow all MHA parking rules.
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Towing Policy

Vehicles will be towed at the owner's expense without notice for any of the following violations:

- Parking on grassy areas or undesignated pavement.
- Blocking dumpsters or fire lanes.
- Failure to move the vehicle for snow removal or sweeping when requested.
- Unauthorized use of handicapped spaces.
- Parking in tenant/resident spaces without a valid decal.

- Parking in alleyways for longer than 10 (ten) minutes.
- Creating a health or safety hazard.
- Unauthorized or abandoned vehicles.
- Vehicles that are unregistered, unlicensed, uninsured, inoperative, or undergoing non-emergency repairs.

Any non-adherence to this policy will result in the vehicle being towed at the owner's expense, without further notice.

The Methuen Housing Authority (MHA) is not responsible for any damage to vehicles or costs incurred as a result of towing. Vehicle owners assume full responsibility for ensuring compliance with MHA parking rules and regulations.
