

PARKING CHANGES MUST BE REGISTERED BEFORE THE VEHICLE PARKS IN THE GARAGE!

At the request of the Bethlehem Parking Authority, you are now in charge of future changes to your own vehicle registration from what is on my database as of today which has been submitted to the BPA. These instructions will help you to instantly make faster changes to the APPROVED VEHICLE listing and report it to me simultaneously, as I will receive a copy of everything submitted through the **BPA RIVERPORT RESIDENTS** portal.

WARNINGS:

THE “ONLY ONE CAR PERMITTED PER HANGTAG NUMBER” POLICY WILL CONTINUE TO BE ENFORCED. Each hangtag number will allow for up to three vehicles associated with it, but ONLY ONE of the associated vehicles can be parked in the garage at a time – if two vehicles registered under the same hangtag appear in the garage at the same time, both vehicles will be ticketed.

THERE IS NO CHANGE TO THE TEMPORARY GUEST PARKING MAXIMUM 7 EVERY 30 DAY POLICY WHICH STILL NEEDS TO BE REQUESTED FROM THE MANAGEMENT OFFICE BY NOON FOR SAME DAY AVAILABILITY, THOUGH THE GUEST PERMITS WILL NO LONGER BE DELIVERED, THEY MUST BE PICKED UP IN THE LOBBY FIREPLACE’S TOP LEFT DRAWER.

The **BPA RIVERPORT RESIDENTS** portal system has worked well with only a few hiccups during the transition, and tested with the assistance of the LRCA Executive Board, so now YOU’RE REGISTERED and we’re ready to roll this out for your convenience when:

- 1) YOU NEED TO USE A LOANER CAR BECAUSE YOUR CAR IS IN THE SHOP – Add the loaner car, and then remove it from the database when your regular car is back. *(assuming you don’t already have 3 vehicles associated with the hangtag already – if you do, you’ll need to remove one to make this change)*
- 2) YOU BUY A NEW CAR – Add your new car, then remove your old car from the database.
- 3) YOUR TEMPORARY LICENSE NUMBER HAS BEEN REPLACED BY A PERMANENT LICENSE PLATE – Enter the information and change the license number on record.
- 4) THE PERSON WHO IS RENTING YOUR PERMIT FROM YOU STOPPED PAYING FOR IT – Consult your attorney to ensure you’re not in violation of your agreement with them first, and then remove their vehicle from the database.

At this time, I will continue to register vehicles for new move-ins and remove move outs until the next phase of this test is complete.

HERE ARE THE INSTRUCTIONS TO MAKE APPROVED VEHICLE INFORMATION CHANGES:

GO TO:

<https://www.bethpark.org/riverport-residents-change-form>

AND YOU WILL SEE THE FOLLOWING with MY ADDED INSTRUCTIONAL NOTES IN RED (OVER PLEASE):

You must be registered and approved by the LRCA to be eligible for a permit / make additions or changes to your information. Nonresidents will be rejected.

Top of Form

- Name*
First **COMPLETE AS REQUESTED**
Last **COMPLETE AS REQUESTED**
Email* **COMPLETE AS REQUESTED**
Phone* **COMPLETE AS REQUESTED**

- Unit Number*

ENTER YOUR CONDOMINIUM NUMBER and PARKING PERMIT HANGTAG NUMBER TO WHICH IT APPLIES

- Vehicle Make* **COMPLETE AS REQUESTED**
- Vehicle Model* **COMPLETE AS REQUESTED**
- Vehicle Color* **COMPLETE AS REQUESTED**
- Plate Number* **COMPLETE AS REQUESTED**
- Plate State* **COMPLETE AS REQUESTED**

- Tenant Actions

CHOOSE ONE OF THE FOLLOWING OPTIONS:

TENANT MOVING IN – TO ADD A VEHICLE TO THE APPROVED LIST

TENANT MOVING OUT – TO REMOVE A VEHICLE FROM THE APPROVED LIST

TENANT REPLACING AN EXISTING PLATE – TO CHANGE LICENSE NUMBER

- Information Verification*

REVIEW ALL OF YOUR INFORMATION FOR ACCURACY BEFORE CHECKING THE BOX !

I have reviewed and confirm that all this information is correct. Failure to provide correct info may result in a parking ticket. Tickets cannot be voided and must be paid or appealed per City of Bethlehem ordinance.

REVIEW ALL OF YOUR INFORMATION FOR ACCURACY BEFORE CLICKING SUBMIT !!

CLICK SUBMIT TO FINISH