



Onboarding Checklist

☐ STEP 1: Onboarding Form

Team Member: _____ Due: _____

- Submit the onboarding form (if you have not already):
<https://communityboss.com/setup/multifamily-setup>

☐ STEP 2: Parking Rules

Team Member: _____ Due: _____

Review and determine Parking Rules before the kickoff call:

- How many parking permits you will grant to each home?
- Is a resident vehicle audit needed to determine how many cars people have before determining how many permits each apartment can have?
- Do you need to update your lease agreement or parking addendum? Always review lease updates and parking addenda changes with your community's legal counsel.
- Does a notice period apply to parking updates? Do you need to give a 30 or 60-day notice of rule change, policy update, etc?

☐ STEP 3: Schedule Kick-off Phone Call

Team Member: _____ Due: _____

During this call, we will choose materials, select account settings, and answer any questions.

- Review and select signage
- Smart Decals for Resident Vehicles: Do you want to use multiple colors for different zones (e.g. open parking, assigned parking)?

☐ STEP 4: Schedule Training

Team Member: _____ Due: _____

- Invite your staff (office, maintenance, etc.) that will be using Parking Boss, as well as any third-party patrol/tow company.

☐ STEP 5: Prepare for Rollout

Team Member: _____ Due: _____

- Create & distribute an Upcoming Parking Changes letter
- Can you send email/text blasts with letter?
- Does local Tenant-Landlord law require you to post and mail the Parking Changes?
- Consider including answers to these FAQs:
 - Can I have extra decals if I have extra cars?
 - What do I do if I get a new/different/rental car?
 - What happens if I don't put the decal on my car?
 - What happens if someone is parked in my carport/garage/assigned space?





Signage Checklist

☐ Locate Areas to Post Signs

- Do you have general lot signs for entrances?
- Do you have guest parking stalls/zones that require signs?

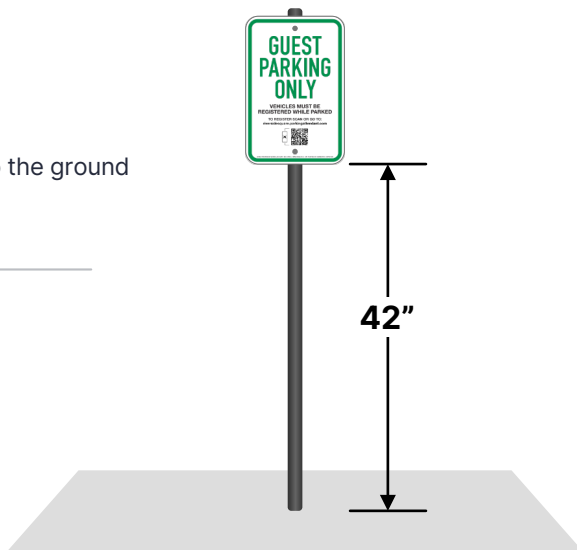
Team Member: _____ Due: _____



☐ Guest Sign Installation

- Height should be minimum of 42" from the bottom of the sign to the ground

Team Member: _____ Due: _____



☐ Tow & ADA Sign Installation

- Tow/boot signage should be provided and installed per local laws by your enforcement company
- ADA signs must be installed 5 feet (60 inches) minimum from the bottom of the sign to the ground

Team Member: _____ Due: _____