



Landlord Validation Form

Shepherdstown Police Department
104 North King St
PO Box 237 (mailing)
Shepherdstown, WV 25443

The form is required to be completed by the landlord of the realty property. Tenant permits for street parking are issued on a first come basis; and this form must be on file for tenants to apply for permits. Refer to [Tenant Parking Regulations](#) before completing this form.

Property street address: _____

Property owner name: _____

Property owner mailing address: _____

_____ City _____ State _____ Zip

Telephone: _____ Email: _____

Check as applicable:

- _____ Single family with apartment
- _____ Multi-family with apartment
- _____ Apartment building
- _____ Number of units

What year were the above units established? _____

Apartments after 1978 are not eligible for tenant parking permits. Attach documentation for verification.

How many spaces are available on your property? _____

Name of tenants:

- | | | | |
|---|-------|----|-------|
| 1 | _____ | 6 | _____ |
| 2 | _____ | 7 | _____ |
| 3 | _____ | 8 | _____ |
| 4 | _____ | 9 | _____ |
| 5 | _____ | 10 | _____ |

Date: _____

Signature: _____
(property owner of authorized agent)

Print Name: _____