



Residential Parking Permit Application Permit Transfer

Use this form to:

- 1) Transfer your Residential Parking Permit (RPP) from an existing vehicle to a newly purchased vehicle; or
- 2) Update SFMTA of your permanent license plate number for a newly purchased car

Transfer Fee: \$28.00

Customer Information:

Last Name (or Business Name) _____ First Name _____

Address _____ ZIP _____

Phone _____

Vehicle Information:

1) VEHICLE TO VEHICLE TRANSFER

For vehicle to vehicle permit transfers, please list the old and new vehicle license plates below.

<u>OLD Vehicle License Plate</u>	<u>Make/Model</u>	<u>Year</u>

<u>NEW Vehicle License Plate</u>	<u>Make/Model</u>	<u>Year</u>

Active permit value transfer only applies to the same Registered owner of the vehicle

In addition to this form, the following documents are required:

- A copy of the current California DMV vehicle registration in the applicant's name with permit address.*
- A copy of the current vehicle insurance policy or Insurance Declaration Page with the applicant's name and permit address. *
- Check made payable to SFMTA. If applying in person, we accept cash, check, Visa, and MasterCard.

*Students and businesses can have the vehicle registration and insurance at another address.

For Business Vehicles:

- Copy of Current CA DMV Registration
 - If vehicle is not under the company's name or the owner of the company, customer will need to provide Company Letterhead, authorizing this vehicle to a designated employee.
- Check made payable to SFMTA. If applying in person, we accept cash, check, Visa and MasterCard

2) NEW VEHICLE

For new vehicles, please list last 7 of the VIN number and new vehicle license plate number below.

Last 7 of VIN	<u>Make/Model</u>	<u>Year</u>

<u>NEW Vehicle License Plate</u>

In addition to this form, the following documents are required:

- A copy of the current California DMV vehicle registration in the applicant's name with permit address*
 - The temporary Bill of Sale from the dealership is an acceptable alternative
- A copy of the current vehicle insurance policy or Insurance Declaration Page with the applicant's name and permit address.
- Check made payable to SFMTA. If applying in person, we accept cash, check, Visa and MasterCard.
*Students and businesses can have the vehicle registration and insurance at another address.

For Business Vehicles:

- Copy of Current CA DMV Registration
 - If vehicle is not under the company's name or the owner of the company, customer will need to provide Company Letterhead, authorizing this vehicle to a designated employee
 - New Vehicle without plate would have to provide purchase/lease agreement
- Check made payable to SFMTA. If applying in person, we accept cash, check, Visa and MasterCard

Applicant's Signature: _____

Date: _____

You can transfer your permit in person, or by mail at the SFMTA Customer Service Center, ATTN: Residential Parking Permits, at 11 South Van Ness Avenue, San Francisco, CA 94103.