

Los Alamos County

RV Storage Waitlist Process

Effective October 12, 2022

All residents of Los Alamos County wishing to be added to the RV storage waitlist may contact the Parks Division at (505) 662-8159 or send an email to: lacrec@lacnm.us with their contact information (name, contact phone number, and email). All interested parties will be notified via phone call when an RV space becomes available. If unable to reach the patron by phone, an email will be sent.

Procedure:

- 1) Staff will add patrons to the waitlist based on the size of the space being requested. Patrons can be added to as many space sizes as the RV will fit.
- 2) As time permits, staff will call those on the waitlist to ensure they still want to be considered if a space becomes available.
- 3) *New and existing* RV patrons that would like to switch to a different size lot will remain on the waitlist in the order in which they were added for the new lot.
- 4) If a space becomes available, the patron will have 48 hours to contact staff with an accept or decline. Once accepted, patrons will have 72 hours to return the agreement with the applicable documentation and payment of fees.
 - a. If a space becomes available, and the patron is in the process of purchasing an RV, they will need to provide proof of sale, pay for the space, and sign an agreement. Per the RV Rules & Regulations, they will have six (6) months to place an RV in the space. If an RV is not placed in the space within this timeframe, the space will be made available to the next interested person on the waitlist.

The following will result in a patron **being removed from the waitlist**:

- 1) Inability to reach the patron, by phone or email, after two (2) separate space attempts have been made available.
- 2) Staff is unable to reach the patron.
 - a. Email is returned undeliverable.
 - b. Phone mailbox is full.
 - c. Phone number is disconnected.
- 3) No response from the patron within 48 hours, after two attempts to contact by phone and/or email.

The following will result in **moving a patron to the bottom of the waitlist**:

- 1) Patron declines or passes after two (2) separate space attempts have been made available.
- 2) Patron does not attempt to contact or return the RV agreement within 72 hours.