

REQUEST FOR AN CLACHAN RESERVED PARKING SPACE

Queen's University – Community Housing, 169 University Ave, Kingston, ON, K7L 3N6
community.housing@queensu.ca, fax 613.533.2196



APPLICATION PROCEDURES

- There is a limited number of reserved parking spaces with electrical receptacles at An Clachan
- Current tenants may submit a request to Community Housing for one of these reserved parking spaces
- One application must be filled out for EACH reserved parking space being requested
- A copy of your vehicle registration must be provided (including the vehicles make, model, and licence plate #)
- Submitting this request does not guarantee you a reserved parking space.
- Community Housing reserves the right to limit the number of reserved parking spaces issued to a single apartment.
- Successful requests will be assigned a specific reserved parking space and issued a coinciding parking permit hang tag.
- Where a reserved parking space is assigned, the space is reserved for the duration of the lease term (see terms and conditions below). A new request is required for each lease term thereafter.

APPLICANT INFORMATION

Family (Last) Name	<input type="text"/>
Legal Name(s)	<input type="text"/>
Apartment # (e.g 01-101)	<input type="text"/>
Vehicle Model & Colour	<input type="text"/>
Vehicle Licence Plate#	<input type="text"/>
Email Address	<input type="text"/>

TERMS & CONDITIONS

- Parking is at your own risk. Appendix A, section 17 of your Tenant Handbook (Landlord's Liability) applies.
- Your vehicle **MUST** abide by the terms of your lease agreement and the Parking Regulations, <http://queensu.ca/parking/regulations>
- If you are approved for a reserved parking space a non-refundable annual fee for the reserved parking space must be paid in full before a reserved parking hang tag will be issued.
- The reserved parking space and/or parking permit is non-transferable. Unauthorized use of the space and/or parking permit hang tag will result in your reserved parking privileges being revoked.
- The parking permit hang tag must be visible in the vehicle at all times and is only valid in the coinciding reserved parking space.
- Where approved, the parking permit and reserved parking space is **ONLY valid during the current term of your tenancy**. Requests for a reserved parking space **MUST** be submitted each year.
- The Landlord may revoke your permission to use the reserved parking area at any time with written notice. If such notice is given, the vehicle must be removed by the time/date indicated in the notice or it will be towed at your risk and expense.
- Community Housing cannot guarantee unauthorized use of the reserved parking space. Where unauthorized vehicles are found and/or reported to Queen's Parking, the unauthorized vehicle will be towed at the owner's risk and expense.

I, the undersigned tenant, agree to the Terms and Conditions for the reserved parking area as set out above.

Applicant's Signature

Date

PROTECTION OF PRIVACY: The personal information requested on this form is collected and protected under the authority of the *Royal Charter of 1841*, as amended. It will be used to determine and verify your eligibility for rental accommodation and for uses consistent with that purpose. If your application is accepted, this personal information will be used to operate and administer the services provided by Community Housing and for uses consistent with that purpose. Direct questions expressly related to the collection and use of this information to the Office of the Executive Director, Housing and Ancillary Services, Queen's University.

Office Use Only: Date Request Received: _____; Request Approved: Yes or No; Space Available: Yes or No; Assigned Reserved Parking Space # _____; Received Non-Refundable Fee: Yes or No; Issued Permit Hang Tag # _____; Date Permit Hang Tag Issued _____; Copy to Parking Services: Yes or No
Submitted Maintenance Request requesting activation of electrical receptacle: Yes or No; Recorded in Yardi: Yes or No;