

# Parking Application - New

DATE (month/day/year): \_\_\_\_\_ TIME: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CAR MAKE: \_\_\_\_\_ CAR MODEL: \_\_\_\_\_

LICENCE PLATE: \_\_\_\_\_ CAR COLOUR: \_\_\_\_\_

INDICATE PROPERTY WHERE YOU LIVE: UNIT/SUITE # \_\_\_\_\_ ROOM # \_\_\_\_\_

( ) Sage I - 8 Hickory St ( ) Sage II - 318 Spruce St ( ) Sage III - 62 Balsam St

[CHECK ONE] PARKING TERM: ☐ FALL 2015 ☐ WINTER 2016 ☐ SUMMER 2016  
☐ FALL 2016 ☐ WINTER 2017 ☐ SUMMER 2017  
☐ OTHER: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

All new parking requests are placed on a waiting list to allow renewals first right.

**Note** this application does not guarantee you a parking space. Parking spaces are allotted on a first-come, first-serve basis.

**The garage remote/fob is part of your original Key Security Deposit.** At the end of your term and if you are no longer leasing the parking space, you must return the garage remote/fob to the SAGE Living Property Management Office. Failure to do so will result in you forfeiting your security deposit. Visa and Mastercard payments are subject to a 4% administration charge. You will be required to sign a Parking Agreement after your application has been approved.

You will be contacted by email within five business days with parking details, whether a spot has been assigned to you or not. **Because we use email to communicate with you, it is your responsibility to provide us with your correct email address and to check your messages.**

**Refer to the Parking Policy section on the Sage Living Condominiums website - [www.sageliving.squarespace.com](http://www.sageliving.squarespace.com)** for more information regarding the rules and policies. You will be required to sign a Parking Agreement after your application has been approved.

## -----BELOW - PROPERTY MANAGEMENT OFFICE USE ONLY-----

SAGE Rep: \_\_\_\_\_ Date: \_\_\_\_\_

*Employees Note - All payments must be entered in the ledger. **Attach parking agreement and payment receipts to this form.***

☐ LEASING CHARGE - ☐ NEW Pass OR ☐ RENEWAL:

Amount of Fee Paid \$ \_\_\_\_\_ - Paid by: ( ) Visa ( ) MC ( ) Debit ( ) Cheque ( ) Money Order ( ) Cash

Bldg: ( ) I ( ) II ( ) III

Parking Spot # \_\_\_\_\_

Remote/fob # \_\_\_\_\_

☐ COPY OF PARKING AGREEMENT SIGNED

☐ COPY OF RULES PROVIDED

☐ PAYMENT RECEIPT ATTACHED

☐ EMAIL SENT

☐ PARKING SPREADSHEET UPDATED

☐ SAGE DBASE UPDATED

☐ YARDI UPDATED

CONFIRM: PARKING SPACE UNIT OWNER

Bldg: ( ) I ( ) II ( ) III

Unit # \_\_\_\_\_

☐ REMOTE REPROGRAMMED

# \_\_\_\_\_



DOMUS PROPERTY SERVICES INC.  
As agent for and on behalf of Sage Condos

Website: [sageliving.squarespace.com](http://sageliving.squarespace.com)  
Management Office Address: 8 Hickory Street, Suite 2, Waterloo ON N2L 3H6  
Management Office Tel: 519-772-4556