



# PARKING POLICY

We rent/lease out parking spots in 12 month terms to residents (Tenants/Renters) who live in a SAGE Living Condominium buildings.

**For New Tenants/Renters** - a new parking application form must be completed. After approval then a parking lease agreement will have to be completed. Fees and deposits are payable at time of application.

**For Renewing Tenants/Renters** (those who already have an assigned parking lease agreement with SAGE Living Management Inc. will receive a renewal notice about 30-45 days prior to their parking lease expiring (for a specific term). Those tenants/renters have to respond within 15 days to secure the same or similar parking space.

**Applications and payments are to be made in person at the Sage Living Leasing office located at 8 Hickory Street West, Suite 102, Waterloo during their regular business hours.**

**All parking spaces are assigned.** You will receive an email to inform you of your assigned parking space.

**Garage Remote/Fob** - the garage remote/fob is part of the \$200 key security deposit you paid when you signed your lease agreement. If you are not renewing your parking lease agreement and will not be using the parking space you must return the garage remote/fob to the SAGE Living Management Office (during regular business hours) at the end of the term. Failure to do will result in you forfeiting your key security deposit. If you have lost or damaged your garage remote/fob you must report it in writing to the SAGE Living Management Office. You will be charged a \$100 for a replacement garage remote/fob.

**Please note all fees must be paid before the start of each term.**

Payments can be made by credit card (Visa or Mastercard), debit card, certified cheque or money order.

**All vehicle licence plates** and type of vehicle at the addresses below **must be registered** with SAGE Living Property Management Office in order to avoid being ticketed and/or towed. Should you change your vehicle during the term of your lease, then you must advise the SAGE Living Property Management Office in writing.

Locate your building below to find the parking cost:

Cost/Space/Term	Address
\$1,800	Sage II - 318 Spruce Street Sage III - 62 Balsam Street Sage V - 280 Lester Street Sage VI -253 Hemlock Street Ivy Towns I - 253 Albert Street Ivy Towns II-288 Albert Street Ivy TownsIII-338 Albert Street



**VISITOR PARKING** - SAGE Living Condominiums do not offer visitor or short term parking.

For overnight visitor parking on the streets of Waterloo, you must register the vehicle directly with the [City of Waterloo](http://www.cityofwaterloo.ca/en/government/parking.asp) via their website: [waterloo.ca/en/government/parking.asp](http://waterloo.ca/en/government/parking.asp) or call 519-747-8559.

Our parking policy applies to all parking spaces at every SAGE Living Condominium Corporation. These parking spaces are managed by Sage Living Management Inc. The Condominium Corporation is private property. Parking is enforced in accordance with the City of Waterloo Private Property Parking By-law, also known as By-law 08-092.

All parking spaces at SAGE Living Condominium managed buildings are subject to the following:

1. Parking spots are must be paid up front for a minimum term of 12 months unless the Tenant/Renter wants a parking space starting after the middle of the school term (November 1st, March 1st, July 1st) at which point they can lease for the remainder for the term at a pro-rated amount.
2. The \$200 refundable key security deposit that was required when you signed your suite lease includes the cost of the garage remote/fob. If you are no longer will be using your parking space and at end of your parking space lease agreement you must return the parking garage remote/fob to the SAGE Living Property Management Office (during regular business hours). Failure to do so will result in you forfeiting your security deposit. At the end of your suite lease your security deposit will be returned by cheque and will take up to thirty (30) business days to process. Cheques can be mailed out upon request or collected in person from the Sage Living Property Management Office. If you have lost or damaged your garage remote/fob you must report it in writing to the SAGE Living Property Management Office. You will be charged a \$100 for a replacement garage remote/fob.
3. Only the vehicle(s) with license plate(s) registered with the SAGE Living Property Management Office will occupy a parking space. Unregistered vehicles or vehicles without a parking permit pass may result in the vehicle being ticketed and/or towed. Should a tenant/renter change their vehicle within the parking agreement term, they must provide the information the new vehicle - make, model, type, colour and the license plate number in writing to the SAGE Living Property Management Office within forty-eight (48) hour. Should a Tenant/Renter use a short-term rental vehicle, they must also provide the SAGE Living Property Management Office in writing with the vehicle and license plate information.
4. You must use your garage remote/fob each time you enter and exit the parking garage.
5. No refunds will be issued regardless if the space is used for the entire rental term.
6. Nothing can be stored in the parking space i.e. carts, boxes, etc. All items will be removed and disposed of.
7. Should the vehicle appear to be in disrepair and not in working order, the Tenant/Renter must remove their vehicle within 24 hours. The Tenant/Renter will not be reimbursed for the remainder of the parking agreement/contract.
8. The Condominium Corporation nor Sage Living Management Inc. shall not be liable or responsible in any way for any personal injury or death that may be suffered or sustained by the Tenant/Renter or by any person for whom the Tenant/Renter is responsible nor is the owner responsible for any loss, damage, or theft to any vehicles or contents thereof. The Tenant/Renter acknowledges that the use of the parking spot is entirely at their own risk.
9. Any vehicle parked in the "No Parking" zones, including surrounding waste bins which prevents the removal of waste, will be ticketed or towed from the lot at the vehicle owner's expense. The pass holder will also be charged for the rescheduling of waste collection and an administration fee.
10. **Note: SAGE Living Condominiums nor Sage Living Management Inc. do not offer visitor or short term parking.** Street parking is available in some areas. For overnight street parking, register the vehicle with the City of Waterloo at 519-747-8559. SAGE Living Condominiums nor Sage Living Management Inc. does not regulate street parking and any parking tickets issued by the City of Waterloo are not related to the Condominium Corporation and/or Sage Living Management Inc.