




# PARKING POLICY

We rent/lease out parking spots by the **term** to residents (Tenants/Renters) who live in a SAGE Living Condominium buildings. Convenient 4 month rental periods, corresponding with your school terms OR you can pay for the entire one year (3 terms) ...

-  **fall** September to December
-  **winter** January to April
-  **summer** May to August

**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 Condominiums / DOMUS Student Housing 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 a parking space.

**Applications and payments are to be made in person at the Domus Student Housing head office located at 295 Weber Street North, Suite 7, Waterloo ON N2J 3H8 during their regular business hours, Monday to Friday from 10:00 am to 6:00 pm (excluding Statutory and Civic Holidays).**

**All parking spaces are assigned.** You will receive an email to inform you of your assigned parking space, approximately two weeks before the term begins.

**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 Domus Student Housing 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 Domus Student Housing 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. You cannot sublease your parking.**

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 Domus Student Housing 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 Domus Student Office in writing.

Locate your building below to find the parking cost:

Cost/Space/Term	Address
<b>\$400 per each term</b> <b>OR</b> <b>\$1,200 for the year (3 terms)</b>	Sage I - 8 Hickory Street West
	Sage II - 318 Spruce Street
	Sage III - 62 Balsam Street
	Sage V - 280 Lester Street
	Ivy Towns I - 253 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://waterloo.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.



DOMUS STUDENT HOUSING INC.

Resident Services Address: 295 Weber Street North, Suite 7, Waterloo ON N2J 3H8

Email: [fix@sagecondos.ca](mailto:fix@sagecondos.ca)

Tel: 226-336-7243 ext. 101

Website: [sagescondoliving.ca](http://sagescondoliving.ca)

Our parking policy applies to all parking spaces at every SAGE Living Condominium Corporation. These parking spaces are managed by Domus Property Services 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 4 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. For this purpose, school terms are September - December, January - April and May - August.
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 Domus Student Housing 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 Domus Student Housing Office. If you have lost or damaged your garage remote/fob you must report it in writing to the Domus Student Housing 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 Domus Student Housing 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 Domus Student Housing Office within forty-eight (48) hour. Should a Tenant/Renter use a short-term rental vehicle, they must also provide the Domus Student Housing 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. **Tenants/Renters are not allowed to sublease their parking space directly.** Please contact the Domus Student Housing Office for further details if you need to end your parking lease agreement prior to your term ending.
7. Nothing can be stored in the parking space i.e. carts, boxes, etc. All items will be removed and disposed of.
8. 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.
9. The Condominium Corporation nor Domus Student Housing In., not Domus Property Management Services 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.
10. 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.
11. **Note: SAGE Living Condominiums nor Domus Properties Services 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 Domus Property Services 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 Domus Property Services Inc.

Parking tickets issued while a vehicle is on site at a SAGE Living Condominium Corporation and/or a Domus Student Housing Inc. and/or Property Services Inc. managed building/property are City of Waterloo tickets. These tickets are issued by a Private Enforcement Officer as per By-law 4009.

12. Residents are not allowed to park in the Commercial Parking Spaces.
13. All parking spaces are assigned parking spaces. If you have been assigned a specific space, you must park in that space and only in that parking space. Parking in a space to which you are not assigned to may result in being ticketed and/or towed at the vehicle owner's expense. Note, at times during interim occupancy while the building is still under some construction parking spaces may not be numbered - please check directly with the Domus Student Housing Office for your temporary parking space number that you will assigned.
15. Motorcycles are subject to the same policies and rules as motor vehicles. Motorcycles cannot share a parking space with a motor vehicle.
16. When the parking garage and parking spaces are being cleaned and serviced, the Condominium Corporation nor Domus Student Housing Inc. nor Domus Property Services Inc. will supply alternative parking spaces during that time period. Domus Student Housing will notify those residents affected, and be told to find alternative parking during that specific time period. Usually it will result in the vehicles being removed from the parking garage for one day, twice a year between the hours of 9:00 am and 5:00 pm.

### **Condominium Corporation Parking Rules**

For the purpose of these Rules, "motor vehicle" means a private passenger automobile, station wagon, company van or motorcycle as customarily understood. No motor vehicle may be parked upon any common elements.

- a) No vehicles, equipment or machinery, other than motor vehicles shall be parked or left on any part of the Common Elements and without limiting the generality of the foregoing, no parking areas shall be used for storage purposes;
- b) Parking is prohibited in the following areas: (i) fire zones; (ii) in front of automobile elevators; (iii) delivery and garbage areas; and (iv) roadways;
- c) No servicing or repairs shall be made to any motor vehicle, on the Common Elements without the express written consent of the Condominium Property Manager or the Board of Directors of the Condominium Corporation. No motor vehicle shall be driven on any part of the Common Elements other than on a driveway or parking space;
- d) No motor vehicle, trailer, boat, snowmobile, mechanical toboggan, machinery or equipment or any kind shall be parked on any part of the Common Elements, nor in any Unit other than in a designated parking space;
- e) All motor vehicles operated by Owners/Tenants/Renters must be registered with Domus Condominium Management and/or Domus Student Housing. Each Owner/Tenant/Renter shall provide the licence numbers of all motor vehicles driven by the residents of that unit;
- f) No motor vehicle shall be driven on any part of the Common Elements at a speed in excess of posted speed limit;
- g) No person shall place, leave, park, or permit to be placed, left or parked upon the Common Elements any motor vehicle which, in the opinion of the Domus Condominium Property Manager or as directed by the Board of Directors of the Condominium Corporation, may pose a security or safety risk, either caused by its length of unattended stay, its physical condition or appearance or its potential damage to the property. Upon seventy-two (72) hours' written notice from the Manager, the Owner of the motor vehicle shall be required to either remove or attend to the motor vehicle as required and directed by the Manager, in default of which the motor vehicle shall be removed from the property at the expense of the Owner. If a motor vehicle is left standing in a parking space or upon the Common Elements and is unlicensed or unregistered with the Manager, the vehicle may be towed without notice to the owner and at the owner's expense;
- h) Motorcycles shall be licensed and equipped with the most noise control devices and operated on the roadways in a manner so as not to disturb the other Owners. No mopeds and bicycles are permitted to be operated on sidewalks;

- i) No unlicensed motor vehicle including mopeds and go-carts shall be driven within the property complex and no person shall operate a motorized vehicle within the complex without proper operating license;
- j) No person shall park or use a motor vehicle in contravention of these Rules otherwise such person shall be liable to be fined or to have his motor vehicle towed from the property in which event neither the Corporation nor its agents shall be liable whatsoever for any damage, costs or expenses whatsoever caused to such motor vehicle or to the Owner thereof;
- k) There is no guest or visitor parking.
- l) No motor vehicle having a propane or natural gas propulsion system shall be parked in a parking unit or the common elements;
- m) No parking units shall be used for any purpose other than to park a motor vehicle that is either a private passenger automobile, station wagon, compact van or motorcycle.

Please refer to the Condominium Corporation's Declaration, Bylaws and Rules for complete disclosure.