

**Chestnut Residence Parking Application & Agreement
for
Chestnut Staff who Pays via Monthly Payroll Deductions**

Parking Application

Name			
Home Address			Postal Code
City		Province	
Phone # Home	Business	ext.	
Fax #	E-Mail		

Payment Information (mandatory)

Your U of T Personnel Number

I am on **Bi-weekly**

Monthly payroll

Vehicle Information

	First Car	Second Car
Make/ Model		
License Plate #		

For Office Use Only

Monthly Parking Rate: \$	Per Month
Parking Card #	
Date Pass Activated:	

*We cannot guarantee the availability of the non-reserved parking spaces at any given time.

The application form is valid with a signed parking agreement and a copy of your vehicle(s) ownership information only.

Parking Agreement

Type Your Full Name Below

This Agreement allows _____ to park one vehicle per parking card on the premises of Chestnut Residence Parking. Chestnut Residence Parking declares itself not responsible for fire, theft, damage to or loss of such automobile or any articles left therein. Only an agreement for parking is hereby granted and no liability is assumed or acknowledged.

Definitions

- a. “**Chestnut Residence Parking**” is an underground garage located at 89 Chestnut street, Toronto, ON M5G1R1.
- b. “**Parking Card**”- programmed garage access card with a unique for each parker number.
- c. “**Chestnut Parking Office**” – office that coordinates application forms & agreements, collects payments, charges additional fees and manages parking cards.
- d. “**Chestnut Residence Front Desk**” – front desk at the lobby level. Address: 89 Chestnut street, Toronto, ON M5G1R1.
- e. “**Fiscal Year**” – period from May 1st to April 30th.

Payments

1. Monthly Parking Rate (May 1st, 2022-April 30th, 2023)

Type of Pass	Monthly Rate*	Method of Payment
Chestnut Staff Monthly Fee	\$125.00	Payroll Deductions (at the end of the billing month)
Parking Deposit (payable on the first month and refundable upon cancellation)	\$50.00	Online payment portal at https://www.parking.chestnut.utoronto.ca/monthly-parking/Parking-Card-Deposit/

**No prorated rate if the parking starts in the middle of the month. Taxes are included.*

2. Methods of Payment: Payroll Deductions

Eligible monthly and bi-weekly paid appointed staff and faculty members may have their parking payments deducted from their pay. Eligibility will be verified by HR office at the time of application. To set up the payroll deduction, submit your application for the following month **no later than the twentieth of the current month.**

3. If you wish to pay your monthly parking fee by your banking card, please contact Chestnut Parking Office at parking.chestnut@utoronto.ca. Visa, MasterCard, Amex or Visa Debit and MasterCard Debit are accepted.

4. **A refundable deposit of \$50.00 is required** along with the first month's payment. When a parking card is returned upon parking cancellation, we will process a refund of \$50.00 to the customer. If the card is lost, damaged or non-returned upon cancellation, Chestnut Parking Office will forfeit the deposit to cover the parking card fee.
5. Individuals who possess an Accessible Parking Permit (APP) issued by a Provincial Ministry of Transportation, are NOT exempt from paying parking fees.

To purchase a parking card, please provide a copy of your APP to Chestnut Parking Office when making your request. A copy of the APP must be provided every time at the moment of the parking card renewal.

6. Monthly customers, who do not have the parking card with them, will need to pay the regular daily rate to enter/exit the garage.
7. Chestnut Parking Office reviews parking rates every fiscal year. Customers receive a notification of any monthly fees changes via email 30 (thirty) calendar days prior the end of the fiscal year.

Regulations

8. All parking cards remain the property of the Chestnut Parking Office. As such, Chestnut Parking Office reserves the right to revoke parking cards due to:
 - 8.1 failure to follow regulations detailed herein as well as any future additions or modifications, and/or direction provided via email.
 - 8.2 failure to make required payments.
 - 8.3 any parking activity deemed fraudulent by Chestnut Parking Office.
9. Parking card is issued for the use of the named parking card holder only. The parking card is not transferable to any other person or persons under any circumstances. If it is discovered a parking card holder has attempted to do so, parking privileges will be terminated immediately.
10. As per safety and fire regulations, propane vehicles and vehicles leaking any fluids are not permitted in the parking garage. Any vehicle parked on the property of Chestnut Residence Parking must be in good working order. Vehicles that Chestnut Parking Office determines have failed to meet this standard are subject to ticketing and/or towing at our discretion.
11. Monthly Parking card holders must not park in fire routes or disability parking spaces (unless in possession of a valid permit). Parking card holders must only occupy one space at a time. Chestnut Parking Office reserves the right to ticket and/or tow violators of these regulations at our discretion.

12. Customers are to promptly notify, via email (parking.chestnut@utoronto.ca), Chestnut Parking Office of any change of status, address, email address, telephone number or vehicle information, as entered in your account.
13. The repair or maintenance of vehicles in the parking facility is prohibited. Vehicles parked for the principal purpose of promotional activities or advertising are prohibited and may be towed or otherwise removed from the lot at the owner's expense.
14. Chestnut Parking Office reserves the right at any time, to refuse parking at your normal location. If for any reason parking is unavailable at your normal location, Chestnut Parking Office will use reasonable efforts to relocate you to another Chestnut Residence Parking location for the period your normal location is unavailable. No partial refunds will be payable.
15. Should the parking card holder fail to abide by any of the regulations stated within this agreement, Chestnut Parking Office reserves the right to terminate the agreement without notice or refund for remaining time.

Cancellation Policy

16. Parking privileges may be cancelled by a parking card holder at any time. When this occurs, the completed cancellation form must be emailed to parking.chestnut@utoronto.ca **on or before the 20th of the month before the next billing period.** The parking card along with the original cancellation form must be returned to the Chestnut Residence Front Desk **on the last day of the paid billing month. If the parking card is not returned on time, the charge of \$50.00 will be applied to the account.**
17. A telephone call or a non-renewal of a card is not sufficient to validate a cancellation, refunds of prepayments authorized, until the parking card and completed cancellation form have been received by the Chestnut Parking Office.
18. A parking card must be cancelled when university employment is terminated. A break in service extending beyond one month (other than for an approved leave-of-absence) is considered to be a termination. It's employee's responsibility to notify Chestnut Parking Office at parking.chestnut@utoronto.ca about your approved leave-of-absence to suspend your payroll deduction.

I Have Read, Understood and Agreed to This Agreement

Print Name

Signature

Date

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