

**PARKING CANCELLATION FORM**

Date of Notice to Cancel \_\_\_\_\_, Date Cancellation Effective: \_\_\_\_\_

Resident Name: \_\_\_\_\_ Bld \_\_\_\_\_ Unit # \_\_\_\_\_

*Please complete this form to cancel an existing parking spot. One form per vehicle.*

Vehicle Make & Model: \_\_\_\_\_

Colour: \_\_\_\_\_ License Plate # \_\_\_\_\_

Name of Person vehicle is registered to: \_\_\_\_\_

Circle the type of Parking you are cancelling:

Outdoor (1<sup>st</sup> vehicle)

Outdoor (additional vehicle)

Underground

If you are cancelling an Underground spot, are you relocating this vehicle to the outdoor lot?      Y      N

Is there any other reason that the vehicle is remaining on the property and will require a parking sticker? If yes, please provide detailed information below:      Y      N

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parking rental rates are for a full month and are not prorated.

***It is our policy that thirty (30) days written notice is required if you wish to cancel underground parking or additional outdoor parking. A Parking Cancellation form is available at the Office or on-line.***

Unless otherwise indicated, the resident confirms the vehicle indicated above has been removed from the building parking area and will not return. If for any reason, the vehicle returns to the parking area a new Parking Application Form will be completed. Failure to comply may result in the vehicle being ticketed or towed at the vehicle owner's expense.

Resident Signature: \_\_\_\_\_

***Office Use Only:***  
Parking Cancelled    Y    N    Approved by \_\_\_\_\_, Date Effective: \_\_\_\_\_  
New Sticker # Assigned \_\_\_\_\_      Date: \_\_\_\_\_