

# EMPLOYEE PARKING PASS RENEWAL FORM

In order to *change* your parking lot to Viscount Station South Lot (New Employee Lot)

1. Check "Site Change" box

2. Check "Opt in for VSSL" box

\*Mandatory fields – should fields be empty application is null and void

\*\*Viscount Station South Lot

Annual Renewal  Site Change



*Account Name/number:		*Current site:		*Opt in for VSSL**:		<input type="checkbox"/>	
*Last Name:		*Card Number:					
*First Name:		*Expiry Date:					
*Primary license Plate:		*Make:		*Model:		*Year:	
*Secondary license Plate:		*Make:		*Model:		*Year:	
*Email Address:				*Employee Number:			

### Renewal Date/Expiry Date

*Each card/Tag has a term of one year, must be renewed minimum of two weeks prior to expiry date.*  
*Expiry date will vary on the date, depending of actual renewal signed date*  
*Renewal notice maybe emailed to [parkingpermit@gtaa.com](mailto:parkingpermit@gtaa.com) or presented at the Parking Permit Office*

Contact Us: (416)776-2820  
 6145 Viscount Road  
 Level 3, room 303

### Employee Parking Terms & Conditions of Renewal

As a holder of a parking permit, tag, card, or other related parking token issued by the Greater Toronto Airports Authority (GTAA), or its agents, I understand, agree to and will abide by the following Terms & Conditions of Issue:

- a) That the parking permit, tag, card, or other related parking token issued to me is the property of the GTAA and must be returned to the GTAA upon cancellation of my parking privileges, or upon demand. Permits must not be tampered with at any time.
- b) That I will safeguard the parking permit, tag, card, or other related parking token at all times and immediately report the loss/theft of the same to the Airport Pass Permit Office at (416) 776-2820 or email to [parkingpermit@gtaa.com](mailto:parkingpermit@gtaa.com). Lost charge will apply.
- c) That I am subject to non-refundable administrative fees due to loss/theft or failure to return upon cancellation the parking permit, tag, card, or other related parking token.
- d) That I will use the parking permit, tag, card, or other related token to park only a private passenger vehicle in an area designated by the GTAA, and in accordance with the "Rules and Regulations" in effect at any time. I will not transfer, loan, or permit unauthorized use of the parking permit, tag, card, or other related parking token. Any misuse of the parking permit, tag, card, or other related token may result in the loss of parking privileges at any time.
- e) That I will utilize designated parking area during my working hours only.

- f) That the parking permit, tag, or other related parking token will be displayed on the rear view mirror or dashboard with the tag number clearly visible from the exterior of the vehicle where applicable. If the parking permit, tag, or other related token is not displayed as required, the vehicle may be tagged or towed, at owner's expense.
- g) That the GTAA assumes no responsibility for loss or damage to the vehicle and/or its contents while it is parked or if it is towed pursuant to paragraph (e) above.
- h) That if I intend to park in the employee parking facility for more than 7 days in order to fulfill my work duties, I am required to notify GTAA Groundside Operations Office at (416) 776-5482 or email [groundsideoperations@gtaa.com](mailto:groundsideoperations@gtaa.com). The use of the GTAA employee parking facility is strictly for company business only and not intended for use when on personal business or vacation. Failure to notify the GTAA may result in your vehicle being removed from the facility (or tagged & towed at owner's expense).
- i) I will abide by all signs, Airport Operations Bulletins, GTAA Rules & Regulations, and other such directives pertaining to employee parking generally and at the parking lot I am assigned.
- j) That vehicles are not to be stored on GTAA property and if found in violation vehicle will be tagged and towed to the Airport Compound. All fines received are at the owner's expense which will be subject to non-refundable fees.
- k) I will notify and provide to the GTAA Pass Permit Control Office documentation requested by the GTAA of any changes in my name or vehicle information within 7 business days of any such change.
- l) That I will be subject to parking permit renewal process as scheduled by the GTAA.

*Employee Signature:			
*Date of Signature:		*PPO Initial:	
		Date:	

**\*Signature - It must be signed and dated by the Applicant. The date of signature will be the next renewal expiry date. By signing the renewal the employee agrees the information provided in accurate and agrees to the terms and conditions**

### Office Use Only:

Date Received:	
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