

## Colliers International Carpool Parking Program

**2655 & 2695 North Sheridan Way Inc. & Colliers International (REMS)** will be issuing Carpool Parking Permits to ensure accurate tracking of carpool parking spaces.

Tenants who are interested in receiving a Carpool Parking Permit/Sticker are encouraged to follow the instructions below.

**Please note:** Any vehicles failing to display a Carpool Parking Permit on their dashboard will have their carpool parking privileges withdrawn.

### **How do I qualify for a Carpool Parking Permit?**

To qualify for a Carpool Parking Permit, the following conditions must be met:

- a) A carpool must consist of two or more people whose office is in 2655 or 2695 North Sheridan Way or employees of neighbouring businesses.
- b) Reserved carpool parking spaces are available to registered carpoolers on a first come, first serve basis.
- c) Tenants may only park in a carpool parking space on the days they carpool to work.
- d) Failure to submit updated information or misuse of a Carpool Parking Permit may result in the loss of carpool parking privileges.

### **How do I register for a Carpool Parking Permit?**

- a) Employees who wish to apply for a Carpool Parking Permit are required to complete an online registration form through the Colliers International Carpool Parking Program online portal using the below login information:

**Website:** <https://carpoolparking.sustainmobility.ca>

**Company Username:** ColliersUser

**Company Password:** 3ColliersL7u

- b) Please designate ONE member of your carpool to complete the registration form for all parties involved.
- c) Please complete all mandatory questions and register all vehicle license plate numbers that will be associated with the Carpool Parking Permit. Only registered vehicles with a permit will be allowed to park in the Reserved Carpool Parking spaces.
- d) Once the online registration form has been submitted and your eligibility is confirmed, your Carpool Parking Permit will be mailed to your attention at your workplace.
- e) One Carpool Parking Permit will be issued per carpool.

- f) Carpool Parking Permits should be displayed in a visible location inside the registered vehicle.
- g) Unauthorized vehicles parked in designated carpool spaces are subject to having their carpool parking privileges withdrawn.
- h) Lost or stolen Carpool Parking Permits must be reported immediately to **Jagoda Rozbicka**, at [jrozbicka@sustainmobility.ca](mailto:jrozbicka@sustainmobility.ca). A replacement permit will be issued.

#### **How do I cancel my Carpool Parking Permit?**

Employees who wish to cancel their Carpool Group before it is due to expire, for any reason including but not limited to; moving, transfer of work location, taking a leave of absence, or ceasing employment, you must:

**Log into the Colliers International Carpool Parking Program online portal and submit a request to cancel your carpool:**

**Website:** <https://carpoolparking.sustainmobility.ca>

**Company Username:** ColliersUser

**Company Password:** 3ColliersL7u

A notification email will be sent to your carpool group once your request has been approved by the workplace Administrator.

#### **How do I receive my annual sticker for my Carpool Parking Permit?**

At the end of each calendar year, your carpool parking sticker will expire. A notification email will be sent to your carpool group notifying you that “Your YEAR carpool parking sticker is no longer valid. Your carpool group has been deactivated and requires reactivation.”

To receive your new annual Carpool Parking Sticker, you will be asked to log into your Carpool Group account and verify your information to reactivate your carpool group. Once this has been completed, a notification email will be sent to your Carpool Group to pick-up your new annual sticker.