

AN CLACHAN BIKE ROOM APPLICATION FORM

Queen's University – Community Housing, 169 University Ave, Kingston, ON, K7L 3N6
community.housing@queensu.ca, fax 613.533.2196



APPLICATION PROCEDURES

- One application must be filled out for EACH BIKE that you are requesting permission to store in a bicycle room.
- A photo of the bike must accompany the application. Only bikes in working condition may be stored.
- Submitting an application does not guarantee you a space in a bike room. If applications exceed the bike hooks available, a lottery (with max of 1 space per unit) will determine successful applicants.
- Community Housing reserves the right to limit the number of bikes available to be stored by a single apartment.
- Successful applicants will be assigned to a particular bike room and issued a key and permit sticker.

APPLICANT INFORMATION

Family (Last) Name	<input type="text"/>
Legal Name(s)	<input type="text"/>
Apartment # (e.g 01-101)	<input type="text"/>
Bicycle Model	<input type="text"/>
Bicycle Colour	<input type="text"/>
Email Address	<input type="text"/>

TERMS & CONDITIONS

- Storage is at your own risk. Appendix A, section 17 of your Tenant Handbook (Landlord's Liability) applies.
- Your bike MUST be placed on the storage hook and not left on the ground.
- Permitting access to the room to others who have not been granted access or storing unauthorized items/bikes is strictly prohibited and will result in your access being revoked.
- The permit sticker must be placed on the head tube (front of the bike just below the handle bar stem). Any items/bikes found in a bicycle room without a valid permit sticker will be removed.
- Lost keys will result in a charge of \$125.
- Your bike must be removed from the storage room and key returned to our office when you vacate. Any bicycle found in the bike storage that belongs to a vacated tenant will be discarded immediately.
- The Landlord may revoke your permission to use this storage area at anytime with written notice. If such notice is given, the bike must be removed by the time/date indicated in the notice or it will be discarded.

I, the undersigned tenant, agree to the Terms and Conditions for bike storage as set out above.

Applicant's Signature

Date

PROTECTION OF PRIVACY: The personal information requested on this form is collected and protected under the authority of the *Royal Charter of 1841*, as amended. It will be used to determine and verify your eligibility for rental accommodation and for uses consistent with that purpose. If your application is accepted, this personal information will be used to operate and administer the services provided by Community Housing and for uses consistent with that purpose. Direct questions expressly related to the collection and use of this information to: Associate Director (Community Housing), 169 University Avenue, Kingston, ON, K7L 3N6, 613.533.2501.

Office Use Only

Date Received: ____/____/____ Date Entered in Yard: ____/____/____ Initials: _____ Storage Rm: _____
MM DD YYYY MM DD YYYY

Bike Tag Number: _____ Date Issued: ____/____/____ Initials: _____
MM DD YYYY