

AMERICAN UNIVERSITY OF BEIRUT

APPLICATION FOR RENEWAL OF CURRENT PARKING PERMIT (FORM B)

You can renew your current parking permit sticker by completely filling-in this form, securing the appropriate approval, and sending it to the Auxiliary Services office, Old Pharmacy Bldg.

Procedures:

1. Kindly fill in this **Application for Renewal** and attach to it **copies of the valid insurances for your car** (both the mandatory bodily injury and the material damage).
2. After the issuance of the new sticker by Auxiliary Services, bring the old sticker to exchange it with the new one. **Please do not remove the current sticker until you are approved for the new one.**
3. For any **change of car** please bring the current sticker, the registration papers, and the insurances of the replacing car.
4. For any **selling of a car**, or **clearance**, please return the whole sticker to Auxiliary Services. Auxiliary Services will not process any new permit or clearance without receiving the old sticker, and access card where applicable.

I hereby apply to renew my parking permit(s) for the year: _____

				For Auxiliary Services Use Only			
		Car Make	Plate Number	Area	Sticker No.	Amount Fees	(L.L.) VAT
First Car							
Second Car							

Driver License No.: _____
(Spouse/child or personal driver)

a. Indicate method of payment (kindly see fee schedule):

- Monthly deduction from salary
- One payment deducted from salary
- Cash or check (payment at Comptroller's Office after issuance of invoice from Auxiliary Services)

<u>Total Amount (L.L.)</u> Total _____ (inc. VAT)
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b. I agree to abide by all the parking regulations set in the parking application (FORM A) and the policy.

Applicant's Name: _____ ID NO.: _____

Signature: _____ Date : _____

Approved by dean or director: Name: _____

Signature: _____

Approved (Director, Auxiliary Services): _____ Date: _____ Applicant Received: <input type="checkbox"/> sticker for the year: _____ Date: _____ I agree to abide by the Parking Policy Signature: _____
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