



# AMERICAN UNIVERSITY OF BEIRUT

## Parking Permit Renewal Form (FORM B)

For renewal of parking permit please fill-in this form, secure the appropriate approval, and send it to the Auxiliary Services.

### Requirements

1. **Copies of the valid insurance policies of the car:** the mandatory bodily injury and the material damage.
2. **Old sticker to exchange it with the new one.**
3. **Clearance: in order to release your final pay the sticker must be returned to Auxiliary Department. Parking fees will ONLY stop when the sticker is returned.**
4. **Change of car:** We need the current sticker, the registration papers & the insurances of the replacing car.
5. **Selling of a car:** Return the whole sticker to Auxiliary Services.

**Auxiliary Services cannot process any new permit or any clearance without receiving the old sticker.**

A. I hereby apply to renew my parking permit(s) for the  Fall  Spring  Summer

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

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

- Monthly deduction from salary
- One payment deducted from salary
- Cash or check (payment at Comptroller's with an invoice)

<u>Total Amount</u> <u>(L.L.)</u>
<b>Total</b> _____ (inc. VAT)

C. I agree to abide by the parking policy and the regulations as set in the parking application FORM A.

Applicant's Name: \_\_\_\_\_ ID NO.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by dean or director: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved _____ (Director, Auxiliary Services)	Date: _____
Applicant Received _____	<input type="checkbox"/> sticker Date: _____