

# Letter of Authorization

## Enforcement of Private Property

City of Mississauga  
Parking Enforcement  
950 Burnhamthorpe Road West  
Mississauga, ON L5C 3B4



This form must be completed and signed by the registered owner of the property or person authorized in writing by the property owner as defined in Traffic By-law 0555-2000, as amended. Personal information on this form is collected for the purpose of authorizing the enforcement of Traffic By-law 0555-2000 on private property and under the authority of the *Municipal Act* 2001, SO 2001, c.25 section 11(1) as amended. Any inquiries regarding the completion of this form can be directed to [enforcement.parking@mississauga.ca](mailto:enforcement.parking@mississauga.ca).

### Instructions

Before requesting enforcement, the property owner or property manager must provide authorization to the City of Mississauga.

1. Download this Letter of Authorization form to your device to complete and submit the form electronically.
2. Ensure you enter all required information on the form. Incomplete forms will not be processed.
3. You must provide the following supporting documentation:
  - Property owners: Proof of ownership, such as a deed or a tax bill.
  - Authorized individuals other than the property owner: Provide a written letter from the property owner, property manager or a board member of the company that owns the property/building. The letter must clearly state that they grant you, by name, permission to manage enforcement on their behalf.
    - o If you are submitting a letter from the property owner or property manager, ensure it is signed, dated, and includes their telephone number and email address.
    - o If you are submitting a letter from a board member of the company that owns the property/building, ensure the letter is signed, dated, and issued on company letterhead. The letter must also include the board member's title, telephone number, and email address.
4. After completing the electronic Letter of Authorization form and assembling all supporting documentation, select **SUBMIT** below to automatically generate an email to [enforcement.parking@mississauga.ca](mailto:enforcement.parking@mississauga.ca). Ensure the Letter of Authorization form and your supporting documentation are attached.

### Reason for Letter of Authorization

- I do not have a Letter of Authorization       I have a Letter of Authorization that requires updating

### Property Location

The City of Mississauga is authorized to tag and/or tow unauthorized vehicles that are in contravention of the Traffic By-law 0555-2000 ("By-law"). To request a property inspection, call Mississauga 311 or 905-615-4311 (outside City limits). Enforcement may be suspended if signs are not in accordance with the final inspection.

### A SEPARATE LETTER OF AUTHORIZATION IS REQUIRED FOR EACH PROPERTY

Property Address

### Registered Property Owner/Authorized Person

The person listed below is responsible for posting all required signage at the property as per applicable legislation and By-law requirements. Enforcement will only begin once the signage is properly posted and proof of ownership or written authorization from the property owner or property manager is provided.

#### Registered Owner of Property

Owner Name

Company Name

Contact Number

Email Address

**OR**

#### Person authorized in writing by the property owner/manager or board member of the company that owns the property to act on the owner's behalf for requesting the enforcement

Authorized Person Name

Company Name

Contact Number

Email Address

### Authorized Security Company

The property owner or authorized representative has authorized the Security Company listed below to request Parking Enforcement to tag and/or tow illegally parked vehicles on the property. If the Security Company changes, an updated Letter of Authorization must be submitted to the City of Mississauga, which will replace the previous form on file.

Security Company Name

Primary Contact Name

Contact Number

Contact Email Address

### Authorized Callers

The registered owner of the property or person(s) authorized in writing by the property owner to act on their behalf, has authorized the individuals below to request Parking Enforcement to enter the property to tag and/or tow illegally parked vehicles.

Should there be any changes to the authorized names listed below; the City of Mississauga will require an updated Letter of Authorization form for enforcement. The updated Letter of Authorization form will supersede the previous form on file with the City of Mississauga.

#### MAXIMUM 5 PERSONS INCLUDING THE AUTHORIZED AGENT & SECURITY COMPANY

Last Name	First Name	Title	Phone	Email

### Required Supporting Documentation

The following supporting documentation is REQUIRED for all submissions. Incomplete submissions will not be accepted, and enforcement actions cannot be taken.

1. Property owner: Attach proof of ownership in the form of a deed or tax bill.
2. For authorized individuals other than the property owner: Provide a written letter from the property owner, property manager or a board member of the company that owns the property/building. The letter must clearly state that they grant you, by name, permission to manage enforcement on their behalf.
  - If you are submitting a letter from the property owner or property manager, ensure it is signed, dated, and includes their telephone number and email address.
  - If you are submitting a letter from a board member of the company that owns the property/building, ensure the letter is signed, dated, and issued on company letterhead. The letter must also include the board member's title, telephone number, and email address.

### Electronic Signature

I agree and understand that by selecting the "I accept" button, I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature and I consent to be legally bound to the terms and conditions of this document. I have read and acknowledge that the required supporting documentation will be attached to the email when I select **SUBMIT** below.

I accept

Name of the registered owner of the property or person authorized in writing by the property owner

Date (YYYY MM DD)