



Fob/ Garage Remote & Key/Lock Request Form

I/We request the following:

Date: _____

- Fob* Qty: _____ \$25.00 each *(non-refundable)*
- Garage Remote * Qty: _____ \$75.00 each *(non-refundable)*
(Dual function: Garage & fob access)
- Common Area Key Qty: _____ \$12.50 each for Top Lock *(non-refundable)*
(Amenities & Locker) _____ \$12.50 each for Bottom Lock *(non-refundable)*
- Mailbox Lock Change _____ \$25.00 each *(non-refundable) *to be completed when postal staff onsite*

Payable by cheque ONLY to: **MTCC 1404**

For Suite Door lock changes, please contact Management at 416-847-7296 to make arrangements to ensure it is keyed to the Master Key. Payment is to be made directly to MTCC 1404.

** The Corporation has a policy of one (1) remote control per parking spot. Fobs are limited to the number of residents living in a suite. If a unit is leased, a written authorization to Management from the landlord is required for issuing a fob/ remote to the tenant or for mailbox / suite door lock change.*

for the following Suite:

Suite Number: _____ Owner: ____ Tenant: _____
Name: _____ Tel # (____) _____ ; (____) _____
Resident Signature: _____

Fob/Remote: Reason for requesting the fob/remote

- ☐ Replacement for a lost or broken fob/remote
- ☐ Additional fob/ Remote

How many other fobs/ remotes are currently in your possession? _____

If replacing a damaged fob/remote, please provide the numbers printed on the back (for deactivation)

If the number of the lost/ broken fob/ remote is not available, please provide the numbers of existing fobs and remotes in your possession _____ ;
otherwise please contact Management for further assistance.

For Office Use:

Garage Remote(s) issued: _____ FOB(s) issued: _____
Common Area Key: Top Lock ☐ and/or Bottom Lock ☐ Mailbox Lock ☐

Payment collected: \$ _____ Cheq #: _____ Approval: _____

Issued by: _____ Date: _____