



AT TIP TOP
TORONTO STANDARD CONDOMINIUM CORPORATION NO. 2138

FOB/GARAGE REMOTE/KEY REQUEST FORM

All residents of T.S.C.C. No. 2138 must use an Access Fob, Common Element Key and/or Garage Remote to gain access to the building. *Security will not admit residents to the building garage or into the building.*

For security control purposes, access fobs / garage remotes/Common Area Keys can only be issued by the Management Office and activated by the Head Concierge Monday to Friday, 8:00 am to 3:30 pm. Please leave the access fob / garage remote at the Concierge Desk and it will be checked, registered and activated on the next business day.

- There is a maximum of 4 access fobs and/or common element keys permitted per two bedroom units, 3 access fob and/or common element keys per 1 bedroom units and 2 access fobs and/or common element keys per bachelor units.
- Only 1 garage remote is permitted to be issued per parking spot.
- Only residents residing in 90 Stadium Road may have use of an access fob and/or garage remote.
- Offsite owners must access the building via the Concierge Desk only.

SUITE: _____

☐ OWNER(S)

☐ TENANT(S)*

**Tenants are to have the unit owner/agent give the Management Office authorization before additional Fob / Garage Remote(s) may be purchased.*

Name: _____

Phone Number: _____

Number of access fobs currently owned: _____

Garage remotes: _____

Please check which item you are requesting: ***Cheques are made payable to T.S.C.C. NO. 2138***

☐ Access Fob (cost: \$75.00)

☐ Garage Remote (cost: \$75.00)

☐ Common Element Key (cost: \$10.00)

Please indicate reason for this request:

☐ Change Mail Box Lock & 2 Keys (cost: \$25.00)

☐ Additional Fob

☐ Additional Common Element Key

☐ Mail Box Lock Change

☐ Not Working

☐ Lost

☐ Other – please explain: _____

SECURITY / MANAGEMENT OFFICE USE ONLY

Number of ACCESS FOBS registered: _____

(1): _____

(2): _____

(3): _____

(4): _____

Number of GARAGE REMOTES registered: _____

(1): _____

(2): _____

S/O Initial: _____

Date: _____

Set up by: _____

Date Completed: _____



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T.S.C.C. NO. 2138 POLICY GUIDELINES

COMMON AREA KEYS, KEY FOBS AND GARAGE REMOTE TRANSMITTER

1. In addition to the two (2) access fobs and common element keys provided to each registered owner, an additional two (2) access and/or common element keys to a two-bedroom unit and an additional one (1) access fob and/or common element keys to a one-bedroom unit or bachelor unit (at a cost of \$75.00) each is available. Therefore maximum permitted access fobs and/or common element keys to a **two-bedroom unit is four (4)**, to a **one-bedroom unit is three (3)** and to a **bachelor unit is two (2)**. No extra access fobs will be issued.
2. One garage remote transmitter per parking unit has been issued to all suites. **No additional garage transmitters will be issued per parking unit.**
3. Access fobs and the garage transmitter are registered to each resident by name and may not be used by any person other than the resident to whom the access fob or garage transmitter is registered. On moving from a residential unit, the resident vacating the premises shall surrender all of the common element keys, access fobs and garage transmitters turned over to them at the time of purchase or leasing. Access fobs and garage transmitters not surrendered will be deleted from the system. The cost for replacement of the access fobs and garage transmitters to the maximum numbers permitted will be the responsibility of the new resident and/or owner.
4. Residents shall report all lost access fobs and/or garage transmitters immediately to the Concierge Desk so that, for the safety and security of the building, the lost items can be deleted from the system.
5. Anyone losing an access fob or garage transmitter may obtain a replacement fob or transmitter by reporting the loss to the Management Office, properly identifying themselves and paying a replacement fee of \$75.00 per fob and \$75.00 per transmitter. Tenants must contact their landlord first for replacement fobs or transmitters, who will then instruct the Management Office to release the fob(s) and/or transmitter. **No additional fobs or garage transmitters will be released to a tenant without direction from the owner.**
6. Damaged fobs or transmitter may be replaced without charge on presentation of the damaged fob or transmitter to the Management Office during the first year of use. Owners should first replace the battery in the garage remote if the transmitter fails to release the garage doors. Misused fobs and transmitters are excluded.
7. No duplication of common element keys shall be permitted except with the authorization of the Property Manager and the names of persons authorized to have keys shall be provided to the Property Manager at all times. No visitor may use or have access to the common elements and facilities unless accompanied by an adult Resident.
9. Under no circumstances shall building access or amenity area keys/fobs be made available to anyone other than a resident of the building.
10. The Corporation shall have the authority to restrict the number of building access keys and/or fobs from time to time.