



CONDOMINIUMS

## ELECTRONIC KEY REQUEST FORM

**Exclusively unit owners are authorized to order additional fobs and/or remotes.** Tenants may only place orders with written permission from the unit owner and this consent must be provided to Property Management. The cost is the responsibility of the resident who is requesting the order.

Solely those with assigned parking spots are able to purchase garage remotes. No more than one additional garage remote is available for purchase provided by valid reasoning.

Payment is to be made by CERTIFIED CHEQUE or MONEY ORDER to: **Shelter Canadian Properties Ltd.**

If required, keys must be delivered to the Property Management office so that the contractor can make copies.

**I/We herein request:**

ITEM	QUANTITY	COST PER UNIT	TOTAL
FOBs		100.00	
GARAGE REMOTE	/1	100.00	
HST		HST 13%	
<b>TOTAL</b>		<b>TOTAL</b>	

Name: \_\_\_\_\_ Suite # : \_\_\_\_\_ Tower: EAST  WEST

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Suite Key AA# : \_\_\_\_\_

RESIDENT CONTACT: PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Deliver to the Management office at: U Condominiums, 65 St. Mary Street, Toronto, ON, M5S 0A6

Telephone: 647.346.3277 Email: [ucondos@scpl.ca](mailto:ucondos@scpl.ca)

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**FOR PROPERTY MANAGERMENTS USE ONLY**

**Form & Certified Cheque/Money Order Drop-Off Confirmed By:**

**Resident**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I.D. #: \_\_\_\_\_ Date: \_\_\_\_\_

**Management**

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

**Order Pick-Up 1:**

Item Type: \_\_\_\_\_ Amount: \_\_\_\_\_

**Resident**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I.D. #: \_\_\_\_\_ Date: \_\_\_\_\_

**Management**

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

**Order Pick-Up 2:**

Item Type: \_\_\_\_\_ Amount: \_\_\_\_\_

**Resident**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I.D. #: \_\_\_\_\_ Date: \_\_\_\_\_

**Management**

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

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