



# 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: \_\_\_\_\_