

REQUEST FOR ENTERPHONE SET-UP

Please provide your **Suite, Name, and Telephone Number** that will be used on the Enterphone displayed at all of the entrance points to the building. This will allow you to be able to grant your visitors access to the building. All names will appear with last name (surname) first, followed by first name (given name). This registration form must be submitted to Property Management before this information can be added to the system. You will not have a choice for the Enterphone code as it is randomly assigned.

To admit a visitor in to the building, simply press "9" on your telephone. Please note it is your responsibility to **only** grant access to visitors that you recognize or are expecting.

Thank you for your co-operation.

Suite #: _____

Owner

Tenant

Last Name:
(Surname) _____

First Name:
(Given Name) _____

Telephone #: _____

<i>For Office Use Only</i>	
Date Added:	
Buzzer #:	
Verified resident <input type="checkbox"/> Yes	