

TENANT REQUEST FOR SECURITY SUPERVISION

IMPORTANT: This form, when completed, must be confirmed by the Security Department at least 48-hours prior to the contemplated move or service date. Please also allow sufficient time to approve all related forms such as, "Access Authorization Form" and the "Elevator Booking Form" that may be required. **NOTE:** All major moves are restricted to before 7 am or after 5 pm on weekdays and anytime on weekends and holidays. To avoid any potential scheduling issues, we recommend reserving the elevator as early as possible.

TO BE COMPLETED BY THE TENANT

COMPANY NAME	SUITE NO.
TENANT REPRESENTATIVE (FIRST & LAST NAME)	TITLE
EMAIL ADDRESS	PHONE NUMBER
SIGNATURE	DATE SUBMITTED

IMPORTANT: The tenant will be responsible for any damage caused as a result of the move. Charges for security supervision, including hoisting and elevator services are the responsibility of the tenant. Inaccurate appointment bookings and/or late cancellations are subject to appropriate tenant charges by Maple Leaf Property Management. Please note that all charges are subject to 15% administration fee. **NOTE:** Minimum time charge for all security requests is four (4) hours.

SECURITY SUPERVISION DATE	STARTING TIME	FINISHING TIME
CONTRACTOR'S COMPANY NAME		
EMAIL ADDRESS	PHONE NUMBER	
BRIEF DESCRIPTION OF WORK		
SPECIAL ACCESS AREAS (IF APPLICABLE)		

THIS SECTION OF THE FORM IS TO BE COMPLETED BY 100 PARK ROYAL SECURITY

START DATE	FINISHING DATE	STARTING TIME	FINISHING TIME
SECURITY PERSONNEL	NUMBER OF HOURS	HOURLY RATE	CHARGES

THIS SECTION OF THE FORM IS TO BE COMPLETED BY MANAGEMENT OFFICE

RECEIVED BY	DATE
COMMENTS	