

TENANT REQUISITION (ACCESS CARD)

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

PLEASE PROVIDE THE NAMES OF YOUR EMPLOYEES REQUIRING AN ACCESS CARD

EMPLOYEE NAMES	DATE REQUIRED	NEW OR REPLACEMENT	CARD NUMBER FOR OFFICE USE ONLY

SECURITY ACCESS CARDS ARE ISSUED UNDER THE FOLLOWING TERMS:

- It is acknowledged that a security deposit of thirty dollars (\$30.00) per card will be paid/has been paid to the Landlord to be held by the Landlord until the card(s) are returned.
- It is agreed that a fee of thirty dollars (\$30.00) plus a 15% Administration Fee plus 5% GST will be levied for each lost or damaged card and for any card not returned.
- It is agreed that all lost card(s) will be reported to the Maple Leaf Property Management immediately so it will be deactivated from the security system.
- It is agreed that the card(s) will be returned immediately upon the Tenant vacating or sooner at the option of the Tenant.

By signing where indicated below, the Tenant agrees and accepts the above terms.

Authorized Tenant's Signatory

Date

FOR OFFICE USE ONLY	CARD ISSUED	INVOICED
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