

**Request for Additional Key or FOB****Please return to the address indicated below:**

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| ☐ 25 Central Ave. West, Suite 200
Brockville, ON K6V 4N6
Tel.: 613-342-3840 or
1-800-267-8146
Fax: 613-342-8908 | ☐ Office Location:
360 King Street West, Prescott, ON
Tel.: 613-925-0001 or
1-800-406-0420
Fax: 613-925-0301
Mailing Address:
25 Central Ave. West, Suite 200
Brockville, ON K6V 4N6 | ☐ 375 William Street South, Suite 100
Gananoque, ON K7G 1T2
Tel.: 613-382-8220 or
1-866-880-8284
Fax: 613-382-7599 |
|--|--|---|

Tenant Name(s): _____ **Unit:** _____**Tenant Code:** _____ **Building:** _____☐ I am requesting an additional Key☐ I am requesting an additional FOB**The Key/FOB is required for:** _____
Individual's Name**Relation to Tenant:** _____**Please state why the Key/Fob is required for the above individual:**

_____	_____
Tenant Signature	Date (mm/dd/yy)

FOR OFFICE USE ONLY☐ Request approved for additional key ☐ Request approved for additional FOB☐ Request denied for additional key ☐ Request denied for additional FOB**Comments:****Authorized Signature:** _____ **Date:** _____
(mm/dd/yy)