



April 8, 2019

**CARD ACCESS INFORMATION FOR THE NEW FOB ACCESS SYSTEM**

Apartment # \_\_\_\_\_

Building: \_\_\_\_\_ Lascelles Blvd.

Dear Tenant/s:

As we have stated in our March 20, 2019 notice regarding the construction of the 10 townhouses, the relocation of the Visitors' Parking at the back of 25 Lascelles to basement level of the underground garage, and their implication on access to underground parking, we will shift from the current card access system to a new fob access, within the next few weeks.

We will replace all ACTIVE access cards issued for each apartment, under the name/s of leaseholders/tenants, with the equivalent number of fobs, this time, under the name of the ACTUAL resident, health care provider, cleaner, etc. using the card.

To ensure that we will program the fob/s to be issued to your apartment under the name of the appropriate user, please complete the form below and return to us immediately but NOT LATER than April 26, 2019. Please drop off the completed form to where you usually deposit your rent cheque.

Please take note that any card that you have declared as LOST/DAMAGED (previously) or in your possession but has a Serial Number NOT ASSIGNED to your apartment, officially, based on the lease file, will NOT be replaced with a fob. Only active cards officially assigned to your suite will be given the equivalent #of fobs.

ACCESS CARD INFORMATION		REPLACEMENT FOB <i>(For our office use only. Pls. do not write anything here)</i>	
Name of Current User <i>(specify if tenant, occupant, health care provider, etc.)</i>	Serial Number <i>(see this at the bottom of card)</i>	Serial Number	PIN/FOB #

*(please use back page, if necessary)*

**MANAGEMENT**

ACCESS CARD INFORMATION		REPLACEMENT FOB <i>(For our office use only. Do not write anything here)</i>	
Name of Current User	Serial Number	Serial Number	PIN/FOB #

