

**SECURITY ACCESS FOB/CARD REPLACEMENT FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Company: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

DEPOSITS REQUIRED. DEPOSITS MUST BE RECEIVED IN TO OUR OFFICE PRIOR TO RELEASE OF ACCESS FOB/ CARD. ACCESS FOB (PARKING) REQUIRES A \$75.00 DEPOSIT PER FOB. ACCESS SWIPE CARD REQUIRES A \$55.00 DEPOSIT PER CARD. DEPOSITS ARE REFUNDABLE ONCE THE ITEMS ARE RETURNED AND RECEIVED IN GOOD CONDITION. REPLACEMENT FOBS DUE TO LOSS OR DAMAGE WILL BE SUBJECTED TO A NEW DEPOSIT AS SHOWN ABOVE.

This form **MUST** be completed in **FULL**, and signed prior to access cards / fobs being issued and activated.

By signing this form and accepting the card / fob to the building, you agree to use it only for your individual access to the building, and your invited guests or customers, and to not permit any unauthorized persons to enter the property.

Things to be aware of to prevent being charged a replacement or damage fee:

- \* Be careful how fob is placed in your pocket / purse as the button can be easily pressed and will drain the battery, if fob battery drains at an unreasonable rate, replacement fee may be charged;
- \* Dropping or banging FOB may cause fob to break or be damaged, replacement fee may be charged;
- \* Keep Access Cards away from magnetic strips, electric motors, televisions, computers and counter scanners (ex: used at Safeway). If card de-magnetizes at an unreasonable rate, replacement fee may be charged.

Please sign and fax to **604.980.0768** or mail to #410 - 145 Chadwick Court, North Vancouver, BC V7M 3K1

\_\_\_\_\_  
Date Signature

**OFFICE USE ONLY:**

|   |
|---|
| Card/Fob #: _____                             |
| Date Activated: _____ Deposit Received: _____ |
| Group #: _____ E Group #: _____               |