

**Access Card Application Form**  
**Complete All Questions & Return to the BentallGreenOak Management**  
**Office: 400 - 242 Hargrave Street, Winnipeg Manitoba**

**Employee Last Name:**

**Employee First Name:**

**Company:**

**Suite #:**

**Phone #:**

**Extension:**

|  | <u>Required Access:</u> |   | <u>Reason for new card request:</u> |
|--|-------------------------|---|-------------------------------------|
| <b>Base Building Door Access Required:</b> | Y                       | N | New Employee                        |
| <b>Tenant Door Access Required:</b>        | Y                       | N | Lost/stolen card                    |
| <b>Elevator Access Required:</b>           | Y                       | N | Damaged card                        |
|  |                         |   | Other                               |

**Conditions**

1. This application must be completed in full prior to release of a security access card. All questions concerning this application may be referred to the Management Office listed below.
2. One card issued per person.
3. Lost, stolen, or damaged access cards must be reported to the Management Office listed below. There will be a \$25.00 replacement fee.
4. Security access cards are the property of True North Square and must be returned to the Management Office when employment of any of its tenants ceases.
5. Management reserves the right to add/alter any of the above conditions from time to time as required.

**Signature:**

**Date:**

This section to be completed by the Management Office:

**Authorized by:**  
**Card Number:**  
**Issued: Date**

Please send via e-mail, mail, or deliver to:  
BentallGreenOak (Canada) Limited Partnership  
 400 – 242 Hargrave Street, Winnipeg Manitoba  
 truenorthsquare@bentallgreenoak.com