

PHOTO I.D. ACCESS CARD APPLICATION

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Please note that all Photo I.D.'s will be taken between the hours of 9:00 am and 5:00 pm, Monday to Friday.

It is the policy of 151 Front Street West that the authorized Tenant approves each Access Card request. Please have this form completed in full by the appropriate personnel and return to the management office.

**Date:** \_\_\_\_\_

**Date card to be activated (if different than above):** \_\_\_\_\_

**Authorizing Tenant (Company Name):** \_\_\_\_\_

**Authorized By (Name):** \_\_\_\_\_

**Title or Position:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Tenant's Business Phone Number:** \_\_\_\_\_

**Mobile or Pager Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Contact Number of Applicant:** \_\_\_\_\_

**Applicant's Company:** \_\_\_\_\_

**Position of Applicant (Colo, Contractor, etc.)** \_\_\_\_\_

**Suite, Building Areas Requiring Access:** \_\_\_\_\_

**Verification of I.D. (to be filled in by management):** \_\_\_\_\_

**Passport      Driver's Licence      New Health Card**

Terms of Agreement:

I declare that the above information is true and understand there is a charge for the issuance and replacement of I.D. Access Cards. In the event that the card is lost or stolen, the card holder is responsible for notifying Northam Realty Advisors at 151 Front Street West immediately. Furthermore, this card will be surrendered to 151 Front Street West's management upon completion of term of employment.

**Signature of Tenant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

In case of a colo, a new colo access level will be added to the existing colo card.

**NORTHAM REALTY ADVISORS: OFFICE USE ONLY**

Issued card # \_\_\_\_\_

Designation: Tenant/ Tenant Employee/ Contractor/ Co-locate

Colour Background: Green/ Red/ Yellow/ Blue

Name (please print): \_\_\_\_\_

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

Photo Taken By: \_\_\_\_\_

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