

SUITE DOOR - LOCK CHANGE PROCEDURES

- Please note that the only locksmith authorized by the Corporation is KEYSHACK.
- You **must** contact them when changing the lock on your suite door.
- KEYSHACK'S phone number is 416-258-5490.
- KEYSHACK will key your new key into the Corporation's master key (as per Ontario Fire Code Regulations).
- KEYSHACK will provide a copy of your suite key to the Management Office (for emergency purposes).

LOCKERS – LOCK CHANGE

- For regular lockers: residents can use any type of lock.
- For room lockers: residents can contact any company to change the lock.

MAIL BOXES

- Please note that Management does not carry copies of any mail boxes in the building. If extra copies are required you may obtain them at Canadian Tire, Wal-mart or any other similar.
- If all keys are lost or no key is available the Superintendent can install a new mail box lock with a new set of keys (suite owner authorization is required). Please contact your Management Office.

THANK YOU!