

Please include all information or the form will be returned for correction. If printed and mailed ensure clear printing so we can read it.

- If you've received this form from your ticket request, send the completed form back to the email you received it from.
- **Are you a tenant?** Please submit a tenant undertaking with your landlord's signature with this request.
- All forms and applications are in your connect resident portal, or here absupport.fsresidential.com. If you took this form from your connect resident portal, submit to the above link.

Today's date: Month _____ Day ____ Year ____ Are you a tenant or owner? Tenant: ___ Owner: ____

Property mailing address: _____ Unit number: _____

Move in date: Month _____ Day ____ Year ____ Phone number for intercom: _____

Last name for intercom display: _____. The new name replaces the last name displayed.

Owner (first & last name)	Cell ph number	Work ph number	Email

Tenant (first & last name)	Cell ph number	Work ph number	Email

Tenant (first & last name)	Cell ph number	Work ph number	Email

Important notes:

- Phone number must be in service to change the intercom.
- Visitors dial a number code on the entrance panel to trigger the phone to ring. Press 9 to let them in.
- **Always make sure you know the person dialing the intercom. Do not let strangers in.**

Signed in the City of _____, Alberta on _____ of _____, 20____.
day month year

 Owner landlord (print name)

 Owner landlord signature

 Tenant (print name)

 Tenant signature

*Only one signature is required, either owner landlord or tenant.