

**Wentworth Place, A Condominium**

**Unit Owners’ Association**

**Procedure to request FOB**

Wentworth Place is a controlled-access building. FOB keys are required to open entrance doors. All owners have been issued FOBs for their unit(s) and have the possibility to request additional keys. FOBs are the property of the Association/owners who are responsible for their safe keeping and/or distribution to tenants.

**Renters/Management agents cannot request a FOB key.**

All requests have to be made by the owner to the Management company accompanied by a cheque for $50.00 per FOB. Also, an email has to be sent to Wentworth.place@yahoo.com so that the new FOB can be programmed.

Management company will mail to owner the requested FOB. If owner does not live in the building, Management company will seek authorization from owner for FOB to be given to tenant or management agent.

Selling of FOB keys is strictly prohibited. Furthermore, FOB keys cannot be copied at a kiosk or key shop. Our keys have a number and need to be programmed into the system to work.

In the event that a FOB is lost or damaged, the owner must inform Management company promptly - with copy to Wentworth.Place@yahoo.com - so that the FOB can be deleted from the system for security purposes. All residents are responsible for the safety of the community**.**

Management and

Board of Directors

February 1, 2023