

ROYAL BANK PLAZA KEY REQUEST/TURNOVER FORM

| DATE OF REQUEST | | |
|--|------------------------|------------------|
| Today's Date: | | |
| TENANT INFORMATION | | |
| General Information | Company Name: | |
| | Building: | Suite: |
| | Main Telephone: | Fax: |
| KEYS | | |
| Up to 10 keys for new tenants | New keys required: | |
| \$13.28 per additional key | Additional keys: | |
| MAILBOX KEYS | | |
| Mailbox number: | Up to 2 for new tenant | New keys: |
| | | Additional keys: |
| TURNOVER | | |
| Date: | | |
| Keys received by: | | |
| Tenant signature: | | |
| Colliers acknowledgement (name and signature): | | |

Please return this completed form to:

Colliers Property Management Office

Royal Bank Plaza
 200 Bay Street, Suite 1305
 P.O. Box 25 Toronto, Ontario, M5J 2J1
 Attention: Steve James, steve.james@colliers.com