

CF CONCIERGE

Service Order Form

Experience on-demand building news and events, frictionless workplace amenities and special offers all in one place with CF Concierge. Please refer to Section-6 for more insights on the features and benefits of CF Concierge.

Tenant Instructions: Please complete Section-1 to 4.

SECTION-1 : TENANT INFORMATION

Company Name:

Date:

Building Location:

Floor Number:

Tenant's Main Contact:

Last Name

First Name

Email:

Phone Number:

SECTION-2: CF CONCIERGE APP CONFIGURATION SELECTIONS FOR YOUR EMPLOYEES

**Core Features
(Included)**

Building Info

Transit Info

Special Offers

Optional Features

Mobile Key Access (Base Building)

Mobile Key Access (Tenant Premises)

CF CONNECT (Tenant Facility Manager Only)

OR CF CONNECT (All Employees)

Service Requests to Tenant Facility Manager (All Employees)

Capacity Manager

**Specify Your Company's
Email Domain*:**

Example @cadillacfairview.com

Of Employee(s)

**Your company email domain will be permissioned which allows your employees to access premium features.*



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SECTION-3: FEES FOR MOBILE KEY ACCESS (OPTIONAL FEATURE)

Tenant agrees to pay the Activation Fee plus applicable taxes for the issuance or replacement of each mobile key to a Tenant or its authorized users. In addition, Tenant agrees to pay a recurring Maintenance Fee plus applicable taxes for the total active mobile keys issued to Tenant or its authorized users.

Activation Fee: \$5.06 for each issuance or replacement of a mobile key

Maintenance Fee: \$5.06 annually for each active mobile key payable in its entirety or in periodic installments, as determined by The Cadillac Fairview Corporation Limited from time to time.

SECTION-4: ACKNOWLEDGEMENT AND SIGN-OFF

I am authorized by the Tenant listed above to place this order and to agree to the [Terms & Conditions](#) located at cfconcierge.ca on behalf of the Tenant. I understand that the Terms & Conditions affect the legal rights and obligations of the Tenant and contain releases and indemnification obligations in favour of, and exclude or limit the liability of, The Cadillac Fairview Corporation Limited, its affiliates and service providers.

**Tenant's
Authorized
Signatory**

Signature

Title

Date (mm/dd/yyyy)

Last Name

First Name

SECTION-5: TO BE COMPLETED BY CF PROPERTY OPERATION TEAM

**Received And
Acknowledged By:**

Signature

Title

Date (mm/dd/yyyy)

Last Name

First Name

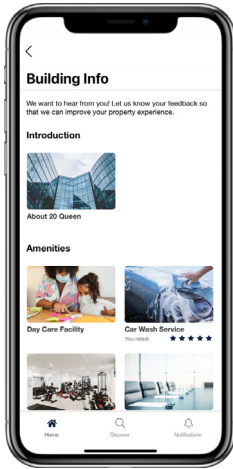
Upon completion, please submit the Service Order Form to concierge@cadillacfairview.com. Please use the following subject line: Service Order Form - Property Name, Client Name

CF CONCIERGE

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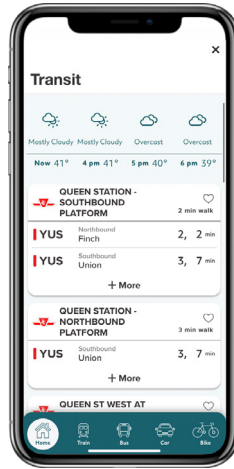
SECTION-6: CF CONCIERGE FEATURES & BENEFITS

Core Features:



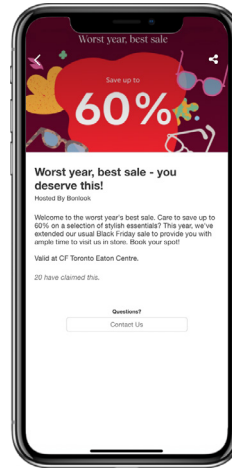
BUILDING INFO

Stay informed with real-time building news and information and RSVP for local events hosted within your building.



TRANSIT INFO

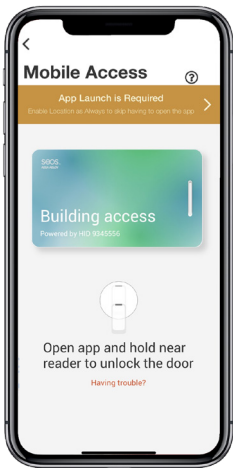
Access real time transit information when and where needed.



SPECIAL OFFERS

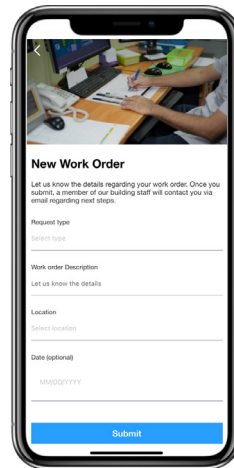
View special offers exclusive to tenants with easy access to a curated list of Food & Beverage providers.

Optional Features:



MOBILE KEY ACCESS

Access the building and potentially your office spaces with your mobile device.



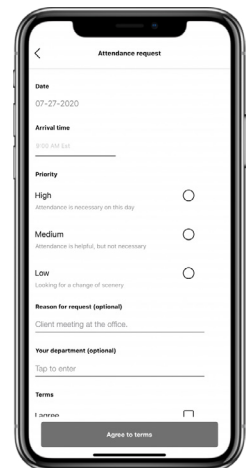
SERVICE REQUEST TOOL

Enable your employees to report issues and requests to your Tenant Facility Manager and easily route applicable work orders to CF Connect.



CF CONNECT

Access CF Connect services on your mobile device.



CAPACITY MANAGER

With Capacity Manager, easily manage the number of employees that come to the office.