

## **WCC 214 – 260 Sheldon Avenue North**

### **Lockbox Policy - 2021**

1. Register your lockbox prior to placing your lockbox onsite with the building manager via email [sprucegrove@lcmpropertyservices.com](mailto:sprucegrove@lcmpropertyservices.com) or call 519-496-3701
2. Provide your contact information, starting date, and removal date of the lockbox.
3. One lock box per unit may be place onsite with a business card contact info secured to the outside. **DO NOT identify the unit number.**
4. Lockbox must be removed within 48 hours of being sold and all keys returned to the unit owner.

<b>Corporation Name</b>	<b>Waterloo Condominium Corporation No. 214 (WCC #214)</b>
<b>Suite #</b>	
<b>Address:</b>	<b>260 Sheldon Avenue North, Kitchener</b>
<b>Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Starting Date:</b>	
<b>Removal Date:</b>	

The volunteer directors, in conjunction with the property management team, will continue to focus on maintaining the value of our shared property.

Thank you in advance,  
On behalf of the Board of Directors WCC 214