



In accordance to the Leases, Tenant work can commence only with the **prior written consent of the Landlord**. Tenants should not schedule any work with contractors until they have received Landlord approval. To apply for Landlord approval, please submit the following (3) items and allow minimum of (2) business days for the Landlord to receive and review your documents:

- 1). The Work Request Form completed and signed.
- 2). Contractor's valid WorkSafeBC Clearance Letter for the Province of BC, or valid exemption confirmation from WorkSafeBC.
- 3). Contractor's valid Certificate of Commercial General Liability Insurance (no less than \$5 MILLION) indicating "**IVANHOE CAMBRIDGE INC., IVANHOE CAMBRIDGE I INC. and IVANHOE CAMBRIDGE II INC.**" as additionally named insured.

Please send all (3) documents (as one package) to the attention of:

Megan Hall
Property Coordinator
Email: megan.hall@ivanhoecambridge.com
Main: (604) 438-4700 ext-308

Ivanhoe Cambridge – Administration Office
604 - 4720 Kingsway Burnaby, BC, V5H 4N2
Fax: (604) 438-3974

TENANT INFO

STORE NAME: _____ UNIT #: _____ CONTACT: _____

PHONE: _____ EMAIL: _____

NOTE: The Tenant is to provide the name, contact info and signature of the "Prime" Contractor or by default Tenant shall assume the responsibility as the "Prime" Contractor.

WORK DATE: _____ WORK START TIME: _____

WORK END TIME: _____ SCOPE OF WORK: _____

PRIME CONTRACTOR INFO

GENERAL CONTRACTING COMPANY: _____

CONTACT: _____ CELL: _____ EMAIL: _____

ONSITE CONTACT: _____ CELL: _____ EMAIL: _____

PRIME CONTRACTOR: _____ (Authorized Signatory)

PRIME CONTRACTOR: _____ (Printed Name of Signatory)