



# METROPOLIS at metrotown

## WORK REQUEST FORM

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., IVANHOE CAMBRIDGE II INC., IVANHOE CAMBRIDGE INC. – TOWER III, and GREATER VANCOUVER WATER DISTRICT" as additionally named insured.

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

Charles Fleck  
Property Manager  
Email: [charles.fleck@ivanhoe.cambridge.com](mailto:charles.fleck@ivanhoe.cambridge.com)  
Main: (604) 438-4700 ext-311

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:** Grease Ducks Ltd.

**CONTACT:** [Alex Collins](mailto:acollins@greaseducks.com)      **CELL:** 604-628-8881      **EMAIL:** [acollins@greaseducks.com](mailto:acollins@greaseducks.com)

**ONSITE CONTACT:** Same      **CELL:** Same

**EMAIL:** same

## PRIME CONTRACTOR:

**PRIME CONTRACTOR:** Alex Collins

(Authorized Signatory)