

SR NO:

INSTRUCTIONS:

Fill out Part A and Part B and upload the completed form along with any attachments to torontolandscorp.com/service-request-form.

Part A: TDSB Requestor Information

REQUESTOR'S NAME:

POSITION:

CONTACT FOR THE REQUEST (if different from requestor):

POSITION:

PHONE NUMBER:

EMAIL:

DEPARTMENT:

DATE (MM/DD/YYYY):

Part B: TDSB Service Request Information

INDICATE THE TYPE(S) OF SERVICE REQUEST:

Real Estate

Land-Use Planning

Other (Please indicate):

Leasing

Corporate

PROVIDE DETAILS ON THE SERVICE REQUEST:

EXPECTED COMPLETION DATE/TIMELINE (MM/DD/YYYY):

ATTACHMENTS (if applicable):

List the attachments that will be submitted with the completed Service Request Form.

Delegated Authority for TDSB:

NAME OF TDSB MANAGER:

TITLE:

DATE (MM/DD/YYYY):

TLC is committed to providing a response between 48 hours to five (5) business days after its careful review and assessment of the request.

RESET FORM

SAVE FORM

Part C: TLC Assessment and Response *(For TLC Use Only)*

INSTRUCTIONS: Fill out Part C of the form and ensure that the completed form is included in the response to TDSB.

DUE DILIGENCE (Select all that apply):

- | | |
|-----------------------|---------------------------------|
| Site Visit | Title Check |
| Official Plan | Heritage Assessment |
| Zoning | Planning Report |
| Regulatory Compliance | Consultation with Local Trustee |
| Appraisal Report | Other (Please indicate): |
| Environmental Report | |

AUTHORITY OR DIRECTION FOR UNDERTAKING PROJECT (Select all that apply):

- | | |
|---|--------------------------|
| Annual Plan | TLC Strategic Direction |
| TDSB Long-Term Program and Accommodation Strategy (LTPAS) | Other (Please indicate): |
| Board Resolution: | |

PROJECTED COST FOR THIS SERVICE REQUEST:

- Less than \$10,000
- \$10,000 and up to \$50,000
- over \$50,000
- N/A

COST CENTRE TO BE CHARGED:

- TDSB
- TLC
- N/A
- Other (Please indicate):

FORMAT FOR RESPONSE:

- Briefing Note
- TLC Staff Report
- TDSB Staff Report
- Other (Please indicate):

TARGET COMPLETION DATE (MM/DD/YYYY):

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CONSIDER THE FOLLOWING ITEMS WHEN ASSESSING THE SERVICE REQUEST AND PROVIDE COMMENTS BELOW:

- ▶ Financial or budget implications
(e.g., charged back to TDSB, etc.)
- ▶ Staff resources
- ▶ Professional services, if required
- ▶ Timeframe to complete service request
- ▶ Strategic Goal and Annual Plan alignment
- ▶ Alignment of TLC and TDSB Mission & Vision
- ▶ Impact on current projects
- ▶ Protocols, approvals, and response to service request
(e.g., TDSB staff, TLC Board Committee)

Delegated Authority for TLC:

NAME OF TLC MANAGER:

TITLE:

DATE (MM/DD/YYYY):

RESET FORM

SAVE FORM