

KEY & ACCESS CARD REQUEST FORM

Residents requiring an additional or replacement key or access card must complete this form, attach agent approval (if required) and email to building management at building.manager@alluredeewhy.com.au

Keys

Fire stairs keys can be arranged through Building Management, the costs are as follows:

\$20.00 / Key + \$22.00 / Postage

Please make payment into the account listed below and send a receipt of payment via email to building.manager@alluredeewhy.com.au

Access Cards & Fobs

For additional access cards & fobs, the costs are as follows:

\$50 / swipe or fob for apartment owners

\$70 / swipe or fob for apartment tenants

\$33 admin fee (only charged once per request)

Payment is to be made as a direct deposit into the following account:

Account Name: Owners of Strata Plan 88851

BSB: 124-367

Account Number: 23079502

Confirmation of fee payment in the form of an electronic banking receipt must then be provided to building management before the access card or fob can be issued.

CONDITIONS

- RESIDENTS REQUIRING ADDITIONAL KEYS/ACCESS CARDS MUST COMPLETE THIS FORM IN FULL PROVIDING ALL ACCOMPANYING INFORMATION AND PAYING THE CARD FEE (IF APPLICABLE) PRIOR TO KEY AUTHORISATION OR AN ACCESS CARD BEING ISSUED.
- ACCESS CARDS ISSUED HAVE A 12 MONTH WARRANTY, IF CARD IS FOUND TO BE FAULTY WITHIN THIS TIME MANAGEMENT WILL REPLACE FOR FREE.
- RESIDENTS MUST HAVE THEIR DETAILS REGISTERED WITH BUILDING MANAGEMENT TO OBTAIN NEW OR REPLACEMENT KEYS/ACCESS CARDS.
- TENANTS MUST HAVE AN AUTHORISATION LETTER OR EMAIL FROM THEIR MANAGING AGENT TO OBTAIN ADDITIONAL KEYS/ACCESS CARDS.
- IN THE INTEREST OF SECURITY AND TO PREVENT OVERCROWDING RESIDENTS ARE RESTRICTED IN THE NUMBER OF KEYS/ACCESS CARDS THEY ARE ALLOWED WITHOUT PRIOR APPROVAL FROM THE EXECUTIVE COMMITTEE. RESIDENTS MAY ALSO BE REQUIRED TO HAVE ALL THEIR ACCESS CARDS AUDITED PRIOR TO OBTAINING AN ADDITIONAL CARD.
- IF YOUR ACCESS CARD IS LOST OR STOLEN YOU WILL NOTIFY BUILDING MANAGEMENT IMMEDIATELY SO THAT THE CARD CAN BE CANCELLED.

DATE:	APARTMENT NO:	BUILDING:
NAME:	CONTACT NO:	EMAIL:

Keys requested:

Access cards or Fobs requested:

Is this a new or replacement key/card?

If a replacement key/card, what happened to your previous card?

(Please note: If your card has been lost you must bring to the office all cards issued so that the lost card can be identified and cancelled)

If a new card, please state the reason for requiring an additional card?

(Please note: There are restrictions on the number of access cards available to residents (2xBed/Agent/Office/Spare))

Are you the owner of the property or tenant?

If tenant, please provide your agents details:

(Please note: Tenants requesting an additional access card must provide an email from their managing agent authorising the additional card)

If tenant, has your agent provided an authorisation email or letter?

Resident Agreement: By ticking this box , I _____ confirm that I am a current resident of Allure Apartments and agree to the conditions outlined above.