

ACCESS DEVICE REQUEST FORM

APPLICATION PROCESS

Residents requiring an additional or replacement building access card (fob), car park entrance remote control, apartment key or common area/fire stairs key must complete this form, attach agent/owner approval (if required) and email the form to management at management@elenaapartments.com.au.

Management will confirm receipt of the application, your identity and then arrange your additional key and/or access device in accordance with the following procedures:

Access Cards (fobs) / Car Park Entrance Remote Control

1. For additional access cards (fobs) and car park remotes, you must submit this completed application form along with confirmation of payment to building management via email who will review and authorise the application.
2. You must arrange payment to the Owner's Corporations Trust Account for payment of the access device using the following bank account details:

Account Name:	SP 100363	BSB: 182-222
Account No.:	2311 91412	Payment Reference: (Lot No.Key/Swipe/Remote)

The cost of a new fob is **\$75** and the car park remote **\$120**.

Keys are **\$22** each plus **\$27.50** postage per order.

3. Confirmation of payment must be provided in the form of a payment receipt to Management when submitting your application who will then process your application and provide you with your access device. Please note access devices cannot be released until payment has been confirmed.

Additional access devices can generally be provided on the same day should a complete application form be received.

CONDITIONS

- RESIDENTS REQUIRING ADDITIONAL ACCESS CARDS / REMOTES MUST COMPLETE THIS FORM IN FULL PROVIDING ALL ACCOMPANYING INFORMATION AND PAY THE FEE (IF APPLICABLE) PRIOR TO THE CARD / REMOTE BEING ISSUED.
- ACCESS CARDS / REMOTES ISSUED HAVE A 12 MONTH WARRANTY, IF A CARD / REMOTE IS FOUND TO BE FAULTY WITHIN THIS TIME MANAGEMENT WILL REPLACE FOR FREE.
- ACCESS CARDS / REMOTES ARE NON-REFUNDABLE. THEY SHOULD BE PASSED DOWN TO YOUR AGENT / NEW OWNER ON DEPARTING THE BUILDING OR THEY WILL BE CANCELLED.
- RESIDENTS MUST HAVE THEIR DETAILS REGISTERED WITH BUILDING MANAGEMENT TO OBTAIN NEW OR REPLACEMENT CARDS / REMOTES.
- TENANTS MUST HAVE AN AUTHORISATION LETTER OR EMAIL FROM THEIR MANAGING AGENT / OWNER TO OBTAIN ADDITIONAL CARDS / REMOTES.
- IN THE INTEREST OF SECURITY AND TO PREVENT OVERCROWDING RESIDENTS ARE RESTRICTED IN THE NUMBER OF CARDS / REMOTES THEY ARE ALLOWED IN ACCORDANCE WITH THE BY- LAWS. RESIDENTS MAY ALSO BE REQUIRED TO HAVE ALL THEIR CARDS / REMOTES AUDITED PRIOR TO OBTAINING ADDITIONAL CARDS / REMOTES. YOU MAY NOT BE PROVIDED YOUR ACCESS CARD / REMOTE UNTIL THIS AUDIT IS COMPLETE.
- IF YOUR ACCESS CARD / REMOTE IS LOST OR STOLEN YOU WILL NOTIFY BUILDING MANAGEMENT IMMEDIATELY SO THAT THE CARD / REMOTE CAN BE CANCELLED.

APPLICATION FORM

Your Details		
DATE:	APARTMENT NO:	BUILDING:
NAME:	CONTACT NO:	EMAIL:
Keys / Access Devices Requested		
No. Access cards (fobs) requested:		
No. car park remote controls requested:		
No. Keys Requested:		
Questions / Authorisation		
Is this a new or replacement key/access device?		
If a replacement key/access device, what happened to your previous?		
<small>(Please note: If your fob has been lost you must bring to the office all fobs issued so that the lost fob can be identified and cancelled)</small>		
For new keys/access devices, please state the reason for requiring an additional key / device?		
<small>(Please note: There are restrictions on the number of access cards available to residents (2xBed + 1/Agent/Office/Spare)</small>		
Are you the owner of the property or tenant?		
If tenant, please provide your owner / agents details:		
<small>(Please note: Tenants requesting an additional access fob/key/remote must provide an email from their managing agent authorising the additional card)</small>		
If tenant, have you attached an email from your agent authorising the additional key / access device (required)?		
Agreement		
I, (Name) _____ confirm that I am a current occupant at Elena Lane Cove and agree to the conditions outlined in this application form.		