

# VALENTINOS APARTMENTS

STRATA PLAN 61092

P: 02 7208 8886

E: management@valentinosapartments.com.au

## ACCESS CARD/CAR PARK REMOTE CONTROL REQUEST FORM

Residents requiring an additional or replacement access card/car park remote must complete and then email this form to Building Management at [management@valentinosapartments.com.au](mailto:management@valentinosapartments.com.au) and also Strata Management at [support@strataembassy.com.au](mailto:support@strataembassy.com.au). Residents will then be notified when their access swipe card / remote is available for collection.

### CONDITIONS

- RESIDENTS REQUIRING A NEW REMOTE OR SWIPE CARD MUST FIRST COMPLETE THIS REQUEST FORM.
- ALL SUPPORTING DOCUMENTATION MUST BE PROVIDED BEFORE THE REMOTE CAN BE ISSUED.
- A \$100 NON-REFUNDABLE REMOTE FEE / \$75 SWIPE CARD FEE IS PAYABLE PRIOR TO COLLECTING THE REMOTE OR SWIPE, PLEASE AWAIT AN INVOICE FROM STRATA MANAGEMENT AFTER SENDING THE COMPLETED FORM THROUGH.
- TENANTS MUST HAVE AN AUTHORISATION LETTER OR EMAIL FROM THEIR MANAGING AGENT TO OBTAIN A ACCESS SWIPE/REMOTE CONTROL

DATE:

APARTMENT NO:

BUILDING:

NAME:

CONTACT NO:

EMAIL:

Please outline what happened to your previous access car/car park remote?

Are you the owner of the property or tenant?

If tenant, please provide your agents details:

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

### Staff Only

Identity checked vs resident register?	What happened to the previous remote?
Fee paid?	Staff member:
Card Number:	Card Hex (if applicable):
(Building Manager Only) Access control system updated?	
(Building Manager Only) Access card registration sheet updated?	
Notes:	