

ACCESS DEVICE REQUEST FORM

APPLICATION PROCESS

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 and Strata Management at info@sydneystrataspecialists.com.au. Residents will then be notified when their access swipe card / remote is available for collection.

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. The cost of a new fob is \$75 and the car park remote \$100, please await an invoice from strata management once this form has been submitted.
3. Please note access devices cannot be released until payment has been confirmed.
4. Additional access devices can generally be provided on the same day should a complete application form be received.

VALENTINOS APARTMENTS

277 – 285 Crown Street, Surry Hills

STRATA PLAN: 61092

P: (02) 7208 8886

E: management@valentinosapartments.com.au

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 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 THE 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 THE 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/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 Valentinos Apartments and agree to the conditions outlined in this application form.		