

## 87-91 Cathedral Street

STRATA PLAN 64083

P: 02 7208 9039

E: [management@87-91cathedralstreet.com.au](mailto:management@87-91cathedralstreet.com.au)

### KEY, ACCESS CARD & REMOTE 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 [management@87-91cathedralstreet.com.au](mailto:management@87-91cathedralstreet.com.au).

#### Keys

For keys building management will provide authorisation to the buildings Locksmith, Loyalty Locksmiths who you can contact directly on 0419 247 533 or [dean@loyaltylocksmiths.com.au](mailto:dean@loyaltylocksmiths.com.au) to arrange your new key. You will be cc'd on the authority to Loyalty Locksmiths and the cost in obtaining a new key will be paid directly to them.

#### Access Cards & Remotes

For additional access cards, you must submit this form and then pay a non-refundable card fee of \$100 directly to the Owner's Corporations bank account via the Strata Manager as follows:

Acc Name: Strata Sense Pty Ltd ITF SP64083

BSB: 182-222

Acc#: 2118-32134

(Please notify the Strata Manager of your payment by including as the reference your apartment number and Security Device (Unit Number xx – Security Device). Please also email the Strata Manager to notify them of your deposit so that a receipt can be provided at [accounts@stratasense.com.au](mailto:accounts@stratasense.com.au) .

Confirmation of fee payment in the form of a receipt from the Strata Manager or electronic banking receipt must then be provided to building management before the access card 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 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?

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

## Staff Only

Identity checked vs resident register?

Is the request within card limits?

Lost or damaged cards cancelled?

Managing agent authorisation provided?

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: