

CARILLON APARTMENTS

STRATA PLAN 10486

P: 0435 816 768

E: buildingmgr@carillonmanly.com.au

KEY / ACCESS CARD / GARAGE REMOTE REQUEST FORM

Residents requiring an additional or replacement key for the pool/garbage room, access card or garage door remote must complete this form, attach agent approval (if required), arrange payment and email this form to the Strata Manager at lstroud@bright-duggan.com.au.

Payment for keys/access cards/remotes must be paid directly to the Owner's Corporations account via the Strata Manager as follows:

Name: The Owners Strata Plan 10486

BSB: 124-367

Acc#: 2259-5051

(Please notify the Strata Manager of your payment by including as the reference your lot number and then the code **11104**).

Cost

Keys: \$15 Access Cards: \$50 Garage Remotes: \$80

Building Management will arrange for the key/card/remote to be provided to you once authorisation and payment has been confirmed by the Strata Manager.

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: [Click here to enter text.](#)

APARTMENT NO: [Click here to enter text.](#)

BUILDING: [Click here to enter text.](#)

NAME: [Click here to enter text.](#)

CONTACT NO: [Click here to enter text.](#)

EMAIL: [Click here to enter text.](#)

Keys requested: ([Click here to enter text.](#)) Access cards requested: ([Click here to enter text.](#))

Garage remotes requested: ([Click here to enter text.](#))

Is this a new or replacement key/card? [Click here to enter text.](#)

If a replacement key/card, what happened to your previous card? [Click here to enter text.](#)

(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? [Click here to enter text.](#)

(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? [Click here to enter text.](#)

If tenant, please provide your agents details: [Click here to enter text.](#)

(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? [Click here to enter text.](#)

Resident Agreement: By ticking this box ☐ , I [Click here to enter text.](#) confirm that I am a current resident of Carillon Apartments and agree to the conditions outlined above.