

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) and email this form to buildingmgr@carillonmanly.com.au.

The Strata Managers, Fresh Strata, will issue an invoice for all orders which must be paid prior to any swipes/keys/remotes being issued.

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:	APARTMENT NO:	BUILDING:
NAME:	CONTACT NO:	EMAIL:

Keys requested: _____ Access cards requested: _____
 Garage remotes 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?

Carillon

STRATA PLAN 10486

25 Marshall Street, Manly NSW 2095

P: 02 7208 8846

E: buildingmgr@carillonmanly.com.au

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

