

## KEYS / ACCESS CARD (FOB) / GARAGE REMOTE REQUEST FORM

Residents requiring an additional or replacement key, access card or garage remote must complete this form, attach agent approval (if required) and email to building management at management@rinaapartments.com.au.

### Apartment Main Entrance Door Keys

For keys building management will provide authorisation to Architectural Locksmiths who you can contact directly on 02 9564 5935 or [locks@alservices.com.au](mailto:locks@alservices.com.au) to arrange your new key. You will be cc'd on the authority to Architectural and the cost in obtaining a new key will be paid directly to Architectural.

### Storage Cage access Keys

For keys building management will provide authorisation to the buildings Locksmith, Clockwork Locksmiths who you can contact directly on 1800 256 259 or [quotes@clockworklocksmiths.com.au](mailto:quotes@clockworklocksmiths.com.au) to arrange your new key. You will be cc'd on the authority to Clockwork and the cost in obtaining a new key will be paid directly to Clockwork.

### Access Cards/Garage Remotes

For additional access cards & garage remotes you must submit this form and pay a non-refundable access card fee of \$50 and garage remote fee of \$150 directly to the Owner's Corporations bank account via the Strata Manager. Email this completed form through to [info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au) and Wellman Strata will issue you with an invoice for the cost of the card and / or remote. Once payment has been received, Wellman Strata will contact Building Management, and they will program your new access device.

Confirmation of fee payment from the Strata Manager must be provided to building management before the access card can be issued.

### CONDITIONS

- RESIDENTS REQUIRING ADDITIONAL KEYS/ACCESS CARDS/REMOTES 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/REMOTE BEING ISSUED.
- ACCESS CARDS/REMOTES ISSUED HAVE A 12 MONTH WARRANTY, IF CARD/REMOTE 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/REMOTES.
- TENANTS MUST HAVE AN AUTHORISATION LETTER OR EMAIL FROM THEIR MANAGING AGENT TO OBTAIN ADDITIONAL KEYS/ACCESS CARDS/REMOTES.
- 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/REMOTES AUDITED PRIOR TO OBTAINING AN ADDITIONAL CARDS/REMOTES.
- IF YOUR ACCESS CARD/REMOTE IS LOST OR STOLEN YOU WILL NOTIFY BUILDING MANAGEMENT IMMEDIATELY SO THAT THE CARD/REMOTE CAN BE CANCELLED.

|              |                      |                          |
|--------------|----------------------|--------------------------|
| <b>DATE:</b> | <b>APARTMENT NO:</b> | <b>BUILDING (L1050):</b> |
| <b>NAME:</b> | <b>CONTACT NO:</b>   | <b>EMAIL:</b>            |

Is this a new or replacement key/card/remote?

If a replacement key/card/remote, what happened to your previous key/card/remote?

(Please note: If your card/remote 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/remote, please state the reason for requiring an additional one?

(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?

Resident Agreement: By ticking this box ☐ , I \_\_\_\_\_ confirm that I am a current resident of Rina 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:  |  |