

ATRIA APARTMENTS

SP 86180

ACCESS CARD & KEY REQUEST FORM

CONDITIONS

- RESIDENTS REQUIRING ADDITIONAL ACCESS CARDS & KEYS MUST FIRST COMPLETE THE ACCESS CARD REQUEST FORM.
- ALL SUPPORTING DOCUMENTATION MUST BE PROVIDED BEFORE THE CARD CAN BE ISSUED.
- A \$50 NON-REFUNDABLE CARD FEE IS PAYABLE FOR ALL LOST CARD REPLACEMENTS AND ADDITIONAL CARDS. IF THE CARD IS A REPLACEMENT FOR A DAMAGED CARD THERE IS NO FEE IF THE DAMAGED CARD IS PRESENTED WITHIN A 1 YEAR PERIOD.
- THE CARD FEE SHOULD BE PAID VIA DIRECT DEBIT TO THE OWNERS CORPORATIONS TRUST ACCOUNT AS FOLLOWS: ACC. NAME: SP86180, BSB: 182-222, ACC. NUMBER: 272230780, REFERENCE: (APARTMENT NUMBER)). YOU MUST ALSO NOTIFY THE STRATA MANAGER OF THE DEPOSIT AND REQUEST CONFIRMATION BY EMAILING accounts@stratasense.com.au . THE CARD WILL NOT BE ISSUED UNTIL CONFIRMATION HAS BEEN RECEIVED THAT THE FUNDS HAVE CLEARED.
- RESIDENTS MUST HAVE THEIR DETAILS REGISTERED WITH BUILDING MANAGEMENT TO OBTAIN NEW OR REPLACEMENT CARDS.
- TENANTS MUST HAVE AN AUTHORISATION LETTER OR EMAIL FROM THEIR MANAGING AGENT TO OBTAIN ADDITIONAL ACCESS CARDS.
- IN THE INTEREST OF SECURITY AND TO PREVENT OVERCROWDING RESIDENTS ARE RESTRICTED IN THE NUMBER OF ACCESS CARDS THEY ARE ALLOWED WITHOUT PRIOR APPROVAL FROM THE EXECUTIVE COMMITTEE.

DATE	APARTMENT NO.	LEVEL
NAME	CONTACT NO.	EMAIL

Is this a new or replacement card? (circle one) *New* *Replacement*

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

(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/key, please state the reason for requiring an additional card/key?

(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? (circle one) *Owner* *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? (circle one) *Yes* *No*

Signed:

Staff Only

Identity checked vs resident register?	Yes	No	Is the request within card limits?	Yes	No
Lost or damaged cards cancelled?	Yes	No	Managing agent authorisation provided?	Yes	No
Fee paid?	Yes	No	Staff member:		
Card 1 Number:			Card 1 Hex (if applicable):		
Card 2 Number:			Card 2 Hex (if applicable):		
(Building Manager Only) Access control system updated?			Yes	No	
(Building Manager Only) Access card registration sheet updated?			Yes	No	

Notes: