

ATRIA APARTMENTS

SP 86180

ACCESS CARD / KEY / GARAGE REMOTE REQUEST FORM

CONDITIONS

- RESIDENTS REQUIRING ADDITIONAL ACCESS CARDS, KEYS & GARAGE REMOTES MUST FIRST COMPLETE THIS FORM.
- ALL SUPPORTING DOCUMENTATION MUST BE PROVIDED BEFORE THE CARD, KEY OR REMOTE CAN BE ISSUED.
- A \$50 NON-REFUNDABLE 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.
- GARAGE REMOTES ARE \$150 EACH, THERE IS A REFUNDABLE COMPONENT OF \$50 IF THE REMOTES ARE RETURNED TO BUILDING MANAGEMENT IN REASONABLE/WORKING CONDITION UPON MOVING OUT OF THE BUILDING.
- THE FEE SHOULD BE PAID VIA DIRECT DEBIT TO THE OWNERS CORPORATIONS TRUST ACCOUNT AS FOLLOWS: ACCOUNT 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.
- ONCE PAYMENT HAS BEEN MADE, PLEASE EMAIL THE RECEIPT TO management@atrianorthsydney.com.au
- 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 STRATA COMMITTEE.

DATE

APARTMENT NO.

LEVEL

NAME

CONTACT NO.

EMAIL

Is this a new or replacement swipe/key/remote? (circle one) *New / Replacement*

If a replacement swipe/key/remote, 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: