

ACCESS CARD / GARAGE REMOTE REQUEST FORM

Residents requiring an additional or replacement access cards or garage door remotes must complete this form, attach agent approval (if required), arrange payment and email this form to the Strata Manager and Building Manager at key@wellmanstrata.com.au / management@espacemosman.com.au

An invoice will be issued by the Strata Manager for access cards and/or garage remotes orders.

Cost:

Access Cards: \$50 + GST (non-refundable)

Carpark Remote Controls: \$108.80 + GST (non-refundable, includes remote cost of \$75.80 + GST and Wellman Strata’s administrative fee of \$33 + GST)

Building Keys – are ordered and paid for directly through APEX Locksmiths. Wellman Strata would need to issue an authorisation to APEX Locksmiths for you to obtain and pay for an additional building key.

Building Management will arrange for the swipe/remote to be provided to you once confirmation of 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:

Access cards requested:
Carpark Remote Controls requested:
Is this a new or replacement card/remote:

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?

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