

# PRESIDIO APARTMENTS

STRATA PLAN 63664

P: 0401 392 582

E: [management@presidioapartments.com.au](mailto:management@presidioapartments.com.au)

## ACCESS CARD REQUEST FORM

Residents requiring an additional or replacement access card must complete this form, attach agent approval (if required) and email to building management at [management@presidioapartments.com.au](mailto:management@presidioapartments.com.au). Residents will then be notified when their card is available to be collected and how the card fee can be paid.

### CONDITIONS

- RESIDENTS REQUIRING ADDITIONAL ACCESS CARDS 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, DAMAGED CARDS, CARDS OLDER THAN 12 MONTHS AND ADDITIONAL CARDS.
- CARDS ISSUED HAVE A 12 MONTH WARRANTY, IF CARD IS FOUND TO BE FAULTY WITHIN THIS TIME MANAGEMENT WILL REPLACE FOR FREE.
- THE CARD FEE MUST BE PAID PRIOR TO COLLECTING THE CARD BY DEPOSITING FUNDS INTO THE OWNER'S CORPORATIONS BANK ACCOUNT:

BSB: 182 222

ACC#: 2220 26007,

NAME: STRATA SENSE PTY LTD ITF SP63664

DETAILS: PLEASE INCLUDE YOUR APARTMENT NUMBER AS THE REFERENCE ALONG WITH THE LETTERS ESF (ELECTRONIC SECURITY FOB), PLEASE ALSO EMAIL THE STRATA MANAGER AT [INFO@STRATASENSE.COM.AU](mailto:INFO@STRATASENSE.COM.AU) TO ADVISE THEM OF THE DEPOSIT FOR RECONCILIATION PURPOSES.

- 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. 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.

<b>DATE:</b>	<b>APARTMENT NO:</b>	<b>BUILDING:</b>
<b>NAME:</b>	<b>CONTACT NO:</b>	<b>EMAIL:</b>

Is this a new or replacement card?

If a replacement 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 Presidio Apartments and agree to the conditions outlined above.

### Staff Only

Identity checked vs resident register?

Is the request within card limits?

# PRESIDIO APARTMENTS

STRATA PLAN 63664

P: 0401 392 582

E: [management@presidioapartments.com.au](mailto:management@presidioapartments.com.au)

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	