

ACCESS CARD REQUEST FORM

APPLICATION PROCESS

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

Building Management will confirm receipt of the application and confirm your identify vs the resident register, and then arrange your additional key/card in accordance with the following procedures:

Access Cards

- 1) For additional access cards you must submit this completed form to building management who will authorise the application.
- 2) You must then arrange payment to the Owner's Corporations Trust Account using the following bank account details. The cost of a new access card is \$100. Please note cards cannot be released until payment has been confirmed:

Account Name: SP74760 BSB: 182-222

Account No.: 226967396 Payment Reference: Please write 'Fob (Unit Number)'

- 3) Confirmation of payment must then be provided in the form of a payment receipt to Building Management who will then provide you with your card. Please note cards cannot be released until payment has been confirmed.

Alternatively Building Management will wait for receipt of payment from the Strata Manager (**Bright & Duggan**).

The cost of a new access card is \$100. Please note cards cannot be released until payment has been confirmed.

CONDITIONS

- RESIDENTS REQUIRING ADDITIONAL ACCESS CARD MUST COMPLETE THIS FORM IN FULL PROVIDING ALL ACCOMPANYING INFORMATION AND PAY THE FEE (IF APPLICABLE) PRIOR TO THE CARD / REMOTE BEING ISSUED.
- ACCESS CARDS ISSUED HAVE A 12 MONTH WARRANTY, IF A CARD IS FOUND TO BE FAULTY WITHIN THIS TIME MANAGEMENT WILL REPLACE FOR FREE.
- RESIDENTS MUST HAVE THEIR DETAILS REGISTERED WITH THE BUILDING MANAGEMENT TO OBTAIN NEW OR REPLACEMENT CARDS.
- TENANTS MUST HAVE AN AUTHORISATION LETTER OR EMAIL FROM THEIR MANAGING AGENT TO OBTAIN ADDITIONAL CARDS.
- IN THE INTEREST OF SECURITY AND TO PREVENT OVERCROWDING RESIDENTS ARE RESTRICTED IN THE NUMBER OF CARDS THEY ARE ALLOWED IN ACCORDANCE WITH THE BY- LAWS. RESIDENTS MAY ALSO BE REQUIRED TO HAVE ALL THEIR CARDS AUDITED PRIOR TO OBTAINING ADDITIONAL CARDS. YOU MAY NOT BE PROVIDED WITH YOUR ACCESS CARD UNTIL THIS AUDIT IS COMPLETE.
- 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:
<p>No. Access cards requested: Is this a new or replacement key/card?</p>		
<p>If a replacement key/card, what happened to your previous card / remote?</p> <p><small>(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)</small></p>		
<p>If a new card / remote, please state the reason for requiring an additional device?</p> <p><small>(Please note: There are restrictions on the number of access cards available to residents (2xBed/Agent/Office/Spare))</small></p>		
<p>Are you the owner of the property or tenant?</p>		
<p>If tenant, please provide your agents details:</p> <p><small>(Please note: Tenants requesting an additional access card must provide an email from their managing agent authorising the additional card)</small></p>		
<p>If tenant, has your agent provided an authorisation email or letter?</p>		
<p>Resident Agreement: By ticking this box <input type="checkbox"/>, I _____ confirm that I am a current resident/owner/agent and agree to the conditions outlined above.</p>		
<p>Staff Only</p>		
<ol style="list-style-type: none"> 1) Create task in BMS, assign to Access Card Request under the apartment number. 2) Confirm identity of applicant. Resident must be registered in system. Add confirmation note to task. 3) Confirm agent authority if tenant for new cards only. Add confirmation note to task. 4) Check card issued is within limits. Add confirmation note to task. 5) Audit or cancel lost cards. Add confirmation note to task. 6) Email Strata Manager copy of application form for accounts reconciliation. Add confirmation note to task. 7) Confirm payment of access card. Add confirmation note to task. 8) Update access control system as per procedure. Add note to task. 9) Update access card register spreadsheet. Add confirmation note to task. 10) Provide resident with new access card. Add confirmation note to task. 11) Close task. 		