

KEYS, ACCESS CARD & REMOTE REQUEST FORM

APPLICATION PROCESS

Residents requiring additional keys / access card / remote must complete this form, provide Agent approval (Tenants Only) and email the form back to Building Management at management@mnorth.com.au

Fire Stairs Keys

For keys, building management will provide authorisation to the buildings locksmith, Bells Locksmith who you can contact directly on (02) 9357 2333 or service@bellslocksmiths.com.au to arrange your new key. You will be cc'd on the authority to Bells Locksmith and the cost in obtaining a new key, approximately \$25-\$30 will have to be paid to Bells Locksmith by liaising with them directly, after our approval to them.

Access Cards/ Remotes

Building Management will advise receipt of the application, confirm your identity vs. the resident register and then arrange your Additional access card in accordance with the following procedures:

- 1) Submit this completed form to building management who will authorise the application.
- 2) Building Management will email the application to Strata Management who will invoice the applicant directly for the cost of the card(s).
- 3) Once payment has been received and processed, confirmation will then be provided to Building Management who will contact the applicant to arrange collection of the access card. (Please note cards cannot be released until payment has been confirmed.)

The cost of a new Access Card is \$100 / Remote is \$125.00

CONDITIONS

- RESIDENTS REQUIRING ADDITIONAL KEYS/ACCESS CARDS MUST COMPLETE BELOW 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 A CARD IS FOUND TO BE FAULTY WITHIN THIS TIME MANAGEMENT WILL REPLACE FOR NO CHARGE.
- RESIDENTS MUST HAVE THEIR DETAILS REGISTERED WITH BUILDING MANAGEMENT ON THE "BUILDINGLINK" SYSTEM 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 THEIR CURRENT CARDS AUDITED PRIOR TO



M North Apartments

STRATA PLAN 80938
135 Point Street, Pyrmont NSW 2011
P: 02 7208 9152
E: management@mnorth.com.au

OBTAINING ANY ADDITIONAL CARDS. YOU MAY NOT BE PROVIDED A NEW ACCESS CARD UNTIL THIS AUDIT IS COMPLETE.

- IF YOUR ACCESS CARD IS LOST OR STOLEN, NOTIFY BUILDING MANAGEMENT IMMEDIATELY SO THAT THE LOST OR STOLEN CARD CAN BE DEACTIVATED

DATE:	APARTMENT NO:	BUILDING:
NAME:	CONTACT NO:	EMAIL:
No. Keys requested: No. Access cards/remotes requested: Is this a new or replacement key/card?		
If a replacement key/card, what happened to your previous card? <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>		
If a new card, please state the reason for requiring an additional card? <small>(Please note: There are restrictions on the number of access cards available to residents (2xBed/Agent/Office/Spare))</small>		
Are you the owner of the property or tenant?		
If tenant, please provide your agent's details: <small>(Please note: Tenants requesting an additional access card must provide an email from their managing agent authorizing the additional card)</small>		
If tenant, has your agent provided an authorization email or letter?		
Resident Agreement: By ticking this box <input type="checkbox"/> , I _____ Confirm that I am a current resident/owner/agent of SP80938 M North Apartments and agree to the conditions as outlined above.		

