

The Owners - Strata Plan No

Application Details:

Address of Building

Name

Position **owner** **tenant** **agent**

(if you are tenant, please attach a written authority from the owner or your managing agent authorising you to have an additional key/swipe/remote).

Telephone

Unit No.

Additional Details:

How many security keys/remote controls do you currently have?

Specify if you are requesting a key/remote/swipe **Key** **Remote** **Swipe**

How many additional security keys/remote/swipes are you requesting?

Is this request an additional or replacement?

What level do you require access to?

How many bedrooms do you have?

How many allocated car spaces/garages do you have?

How many residents are occupying your lot?

Who is on the lease agreement? (if tenanted)

Provide a reason for why you require additional security keys/remote controls.

Internal Processing:

Strata Manager approval

Name

Signature

Date

Is this an additional security request or a replacement request?

Has the Strata Committee approved the request? **Yes** **No** **N/A**

Has the correct fee been processed? **Yes** **No** **N/A**

Date the security access key/remote was collected

Receipt Number

Has the purchase details been uploaded onto key register? **Yes** **No**

Instructions to Building Manager issued:

Log Sheet:

Internal use ONLY

| Date | Log Details |
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