



Conti & Co Pty Ltd

ACN 104 948 334

ABN 38 667 939 064

397 Lyons Road, Five Dock NSW 2046
PO Box 443, Concord NSW 2137

T (02) 9716 8686

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Key request form – Agents

Dear Agent,

Please find below an application form to be used to request an additional key, swipe, fob or remote for a strata scheme under our management.

Please kindly complete the form and return it to our office by post with a **cheque** enclosed as payment for the key, swipe, fob or remote and a **business card** enclosed as identification. Please post to:

Conti Strata
PO Box 443
CONCORD NSW 2137

For information on the costs involved or for any queries, please contact our office on 9716 8686.

Kind Regards,

CONTI STRATA

Key request form – Agents

Contact Details:

Name:

Address:

Phone:

(Home)

(Work)

(Mobile)

Email:

Strata Details:

Strata Plan:

Unit No:

Address of Property:

Key Details:

Access location:

(Front Foyer, Rear Foyer, Garage, Gate, etc)

Key type:

(Key, Remote, Swipe, etc)

Quantity:

Collection of Keys:

Please tick one option.

- I will collect the keys from your office at **397 LYONS ROAD, FIVE DOCK NSW 2046**. Office closed 12.30pm-1.30pm.
(A business card must be presented as identification in order to collect the key from our office)
- I will organise a courier to collect the key from your office.
(A business card must be attached to this application in order to collect by courier)
- Please send the key by registered post. **Additional \$15.20 fee will apply.***
(A business card must be attached to this application in order to receive by post)

Key delivery address:

Payment: **

Please contact our office for details on the costs involved.

For payment of the abovementioned keys I/we have enclosed a **cheque** made out to 'Conti Strata' in the amount of:

(Amount)

The cheque must be received by our office before the key is released.

This form was completed by:

(Print Name)

(Signature)

(Date)

* Neither the Owners Corporation nor Conti Strata takes any responsibility should the key(s) get lost in the mail.

** You will be issued with the remittance invoice to be kept as proof of purchase should a refund of the key deposit be requested.

** The refundable amount for a key deposit will not include the GST paid or the administration charges for distribution. Contact our office should you have any queries.