

Key request form – Owners

Dear Owner,

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 either:

Post: Conti Strata
PO Box 443
CONCORD NSW 2137

Fax: (02) 9799 1008

Email: info@contistrata.com.au

You will be invoiced for the charges for your convenience. If you have elected to collect your key from our office, the invoice will be handed to you with your key. If you have elected to issue a courier or to receive by registered post, the invoice will be sent to you.

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

Kind Regards,

CONTI STRATA

Key request form – Owners

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.
(Photo identification must be presented in order to collect the key from our office)
- I will organise a courier to collect the key from your office.
(A copy of photo identification 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 copy of photo identification 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.

I/We being the owner of the above lot authorise you to charge the costs involved for the above keys to the levies of the above lot in the amount of:

\$

(Amount)

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.