

## Key request form – Tenants

Dear Tenant,

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 at:

Conti Strata  
PO Box 443  
CONCORD NSW 2137

You must enclose a **money order** or **bank cheque** with your completed request form.

**WE CANNOT ACCEPT PERSONAL CHEQUES OR EFTPOS**

**WE CANNOT ACCEPT CASH PAYMENTS**

Any tenants unable to get a money order or bank cheque can instead visit our office to receive an invoice for the payment required, which is then to be paid at a nearby **Post Office**. Once you have returned with the receipt of payment we will be able to issue you the key(s) requested.

**IMPORTANT: Australia Post charges a fee of \$2.75 for transactions made at the Post Office.**

There are two nearby Post Offices, as shown on the following page.

If you are electing to receive your key in the mail, please enclose a photocopy of your **residential tenancy agreement** and identification such as a **driver's license** to confirm you are a current tenant. If you will be collecting your key from our office, please bring a copy of the tenancy agreement and your identification with you.

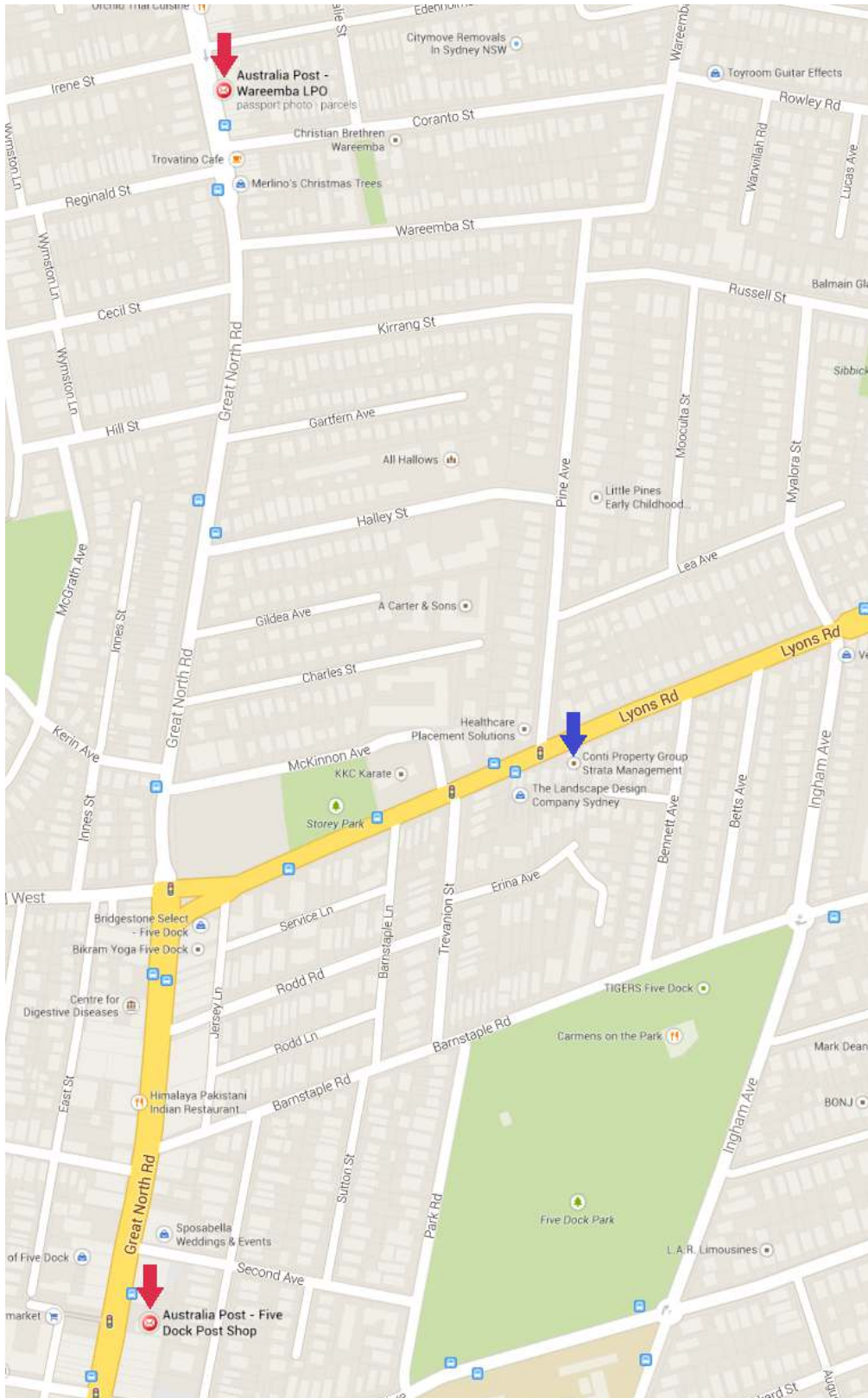
For information on the costs involved or for any queries, please contact our office on 9716 8686.

Kind Regards,

**CONTI STRATA**

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### POST OFFICE LOCATIONS



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### 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 and a copy of the current tenancy agreement 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 and the current tenancy agreement 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 and the current tenancy agreement 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 **money order** or **bank cheque** made out to 'Conti Strata' in the amount of:

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

(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.

\*\* Conti Strata will not take any responsibility for money orders or bank cheques lost in the mail.

\*\* 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.