

Access key/pass request form

Application information

Enclosed is 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:

Alternatively, you can complete this form online:

Post: Conti Strata
PO Box 443
CONCORD NSW 2137

Email: keys@contistrata.com.au



Payment information

Payments for access keys/passess are to be made by EFT.

Conti Strata will release bank details after submission of this completed application.

EFT is permitted for access device transactions only, do not pay levies using any bank details given. Additional fees may be charged against the lot if a levy payment is attempted using EFT.

Stock of access keys/passess may be limited. Stock will only be secured once payment is made.

In office 'on the spot' transactions are not available as the funds must clear in the Owners Corporation's trust account before we are able to release the access device.

Identification information

Owners: A copy of photo identification must be attached to this application

Agents: A business card must be attached to this application

Tenants: A copy of photo identification and the current tenancy agreement must be attached to this application

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

Kind Regards,

CONTI STRATA

Access key/pass request form

Contact Details:

Name: Agency Name (if applicable):

Address:

Phone:

(Home) (Work) (Mobile)

Email:

Strata Details:

Strata Plan: Unit No:

Address of Property:

Key Details:

Access location: Key type: Quantity:

(Front Foyer, Rear Foyer, Garage, Gate, etc) (Key, Remote, Swipe, etc)

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.
- ☐ Please send the key by registered post. **A minimum \$19.25 fee will apply.**
Multiple or bulk items may incur additional postage charges and will be charged accordingly.

Key delivery address:

Note: On occasion, access keys/passess may be held on site instead of our office or a technician may need to attend site to code a pass then hand to the applicant on the spot. Please refer to our email to determine if applicable.

Payment: **

Please contact our office for details on the costs involved.

By submitting this access key/pass request form, I acknowledge payment of the applicable costs are to be made within 7 days of Conti Strata providing bank details.

\$

(Amount)

Checklist & sign-off

- ☐ I have read and understood the instructions within this form and within any email correspondence
- ☐ I have attached required documentation to provide I am eligible to request access keys/passess
- ☐ I understand I need to make EFT payment within 7 days of the account details being sent to me

(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.