



# CENTRIC

STRATHFIELD

## CENTRIC APARTMENTS

9-13 Parnell Street, Strathfield

STRATA PLAN 95532

P: (02) 9056 7118

E: [management@centricapartments.com.au](mailto:management@centricapartments.com.au)

W: [www.centricapartments.com.au](http://www.centricapartments.com.au)

### KEY & ACCESS CARD REQUEST FORM

Residents requiring an additional or replacement key or access card must complete this form, attach agent approval (if required) and email the form to building management at [management@centricapartments.com.au](mailto:management@centricapartments.com.au).

#### Keys

For keys building management will provide authorisation to the buildings Locksmith, Hildebrandt Locksmiths who you can contact directly on 02 9212 5211 or [service@hildebrandt.com.au](mailto:service@hildebrandt.com.au) to arrange your new key. You will be cc'd on the authority to Hildebrandt and the cost in obtaining a new key will be paid directly to Hildebrandt.

#### Access Cards/Remotes

For additional access cards/remotes, you must submit this completed form to building management who will authorise the application and then send to the Strata Manager, Wellman Strata ([info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)) who will send an invoice to you for payment. The cost of a new access card is \$110 and \$150 for a new remote. Once payment has been confirmed, Wellman Strata will advise building management who can then provide you with your new card. Please note cards cannot be released until payment has been confirmed.

#### CONDITIONS

- RESIDENTS REQUIRING ADDITIONAL KEYS/ACCESS CARDS MUST COMPLETE THIS FORM IN FULL PROVIDING ALL ACCOMPANYING INFORMATION AND PAYING THE CARD FEE (IF APPLICABLE) PRIOR TO KEY AUTHORISATION OR AN ACCESS CARD BEING ISSUED.
- ACCESS CARDS ISSUED HAVE A 12 MONTH WARRANTY, IF CARD IS FOUND TO BE FAULTY WITHIN THIS TIME MANAGEMENT WILL REPLACE FOR FREE.
- RESIDENTS MUST HAVE THEIR DETAILS REGISTERED WITH BUILDING MANAGEMENT TO OBTAIN NEW OR REPLACEMENT KEYS/ACCESS CARDS.
- TENANTS MUST HAVE AN AUTHORISATION LETTER OR EMAIL FROM THEIR MANAGING AGENT TO OBTAIN ADDITIONAL KEYS/ACCESS CARDS.
- IN THE INTEREST OF SECURITY AND TO PREVENT OVERCROWDING RESIDENTS ARE RESTRICTED IN THE NUMBER OF KEYS/ACCESS CARDS THEY ARE ALLOWED IN ACCORDANCE WITH THE BY-LAWS. RESIDENTS MAY ALSO BE REQUIRED TO HAVE ALL THEIR ACCESS CARDS AUDITED PRIOR TO OBTAINING AN ADDITIONAL CARD.
- IF YOUR ACCESS CARD IS LOST OR STOLEN YOU WILL NOTIFY BUILDING MANAGEMENT IMMEDIATELY SO THAT THE CARD CAN BE CANCELLED.





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<b>DATE:</b>	<b>APARTMENT NO:</b>	<b>BUILDING:</b>
<b>NAME:</b>	<b>CONTACT NO:</b>	<b>EMAIL:</b>
No. Keys requested: No. Access cards requested: Is this a new or replacement key/card?		
If a replacement key/card, what happened to your previous card?  <small>(Please note: If your card has been lost you must bring to the office all cards issued so that the lost card can be identified and cancelled)</small>		
If a new card, please state the reason for requiring an additional card?  <small>(Please note: There are restrictions on the number of access cards available to residents (2xBed/Agent/Office/Spare))</small>		
Are you the owner of the property or tenant?		
If tenant, please provide your agent's details:  <small>(Please note: Tenants requesting an additional access card must provide an email from their managing agent authorising the additional card)</small>		
If tenant, has your agent provided an authorisation email or letter?		
Resident Agreement: By ticking this box <input type="checkbox"/> , I _____ confirm that I am a current resident of Centric Apartments and agree to the conditions outlined above.		
<b>Staff Only</b>		
Identity checked vs resident register?	Is the request within card limits?	
Lost or damaged cards cancelled?	Managing agent authorisation provided?	
Fee paid?	Staff member:	
Card Number:	Card Hex (if applicable):	
(Building Manager Only) Access control system updated?		
(Building Manager Only) Access card registration sheet updated?		
Notes:		

