CENTRIC APARTMENTS
9-13 Parnell Street, Strathfield
STRATA PLAN 95532
P: (02) 9056 7118
E: management@centricapartments.com.au
W: 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.

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 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. You must then arrange payment to the BMC Trust Account using the following bank account details,

Account Name: Centric BMC   BSB: 124 367
Account Number: 23495041   Payment Reference: Please write "Fob (Unit Number)"

The cost of a new access fob is $110 and $150 for a new remote. Please note fobs cannot be released until payment has been confirmed. Confirmation of payment must then be provided in the form of a payment receipt to the Building Management who will then provide you with your fob. Alternatively Building Management will wait for the receipt of payment from the Strata Manager (McCormacks Strata Management)

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.

SYDNEY BUILDING MANAGEMENT & PROJECTS

CENTRIC APARTMENTS

9-13 Parnell Street, Strathfield
STRATA PLAN 95532
P: (02) 9056 7118
E: management@centricapartments.com.au
W: www.centricapartments.com.au

DATE:	APARTMENT NO:	BUILDING:
NAME:	CONTACT NO:	EMAIL:

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?

(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)

If a new card, please state the reason for requiring an additional card?

(Please note: There are restrictions on the number of access cards available to residents (2xBed/Agent/Office/Spare))

Are you the owner of the property or tenant?

If tenant, please provide your agents details:

(Please note: Tenants requesting an additional access card must provide an email from their managing agent authorising the additional card)

If tenant, has your agent provided an authorisation email or letter?

Resident Agreement: By ticking this box ☐, I _____ confirm that I am a current resident of Centric Apartments and agree to the conditions outlined above.

Staff Only	
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:	

SYDNEY
BUILDING
MANAGEMENT &
PROJECTS