



FOB & AIR KEY REQUEST FORM

Request (Please Circle):

Lost Faulty Additional Cancellation Temporary (emergency only)

Numbers of Air Key / FOB Required:

Date:

Name of Resident: Mobile Ph:

Name of Owner/ Agent: Contact Ph:

Unit No:

Building:

Resident Signature

Please Note: Payment must be processed. A lost/ stolen FOB or Air-Key must be identified and cancelled before a replacement FOB or Air Key can be issued.

- Additional or Replacement (Lost/ Stolen) FOBs cost \$25.00 each.
- Additional or Replacement (Lost/ Stolen) Air Key cost \$60.00 each.
- Faulty FOB or Air Key; A replacement for a defective device will be issued within the **12 month warranty period** free of charge. \$25.00/ FOB and \$60.00/ Air Key after the warranty period.
- Temporary Air Key / FOB can only be issued for 24 hours, and will be cancelled if not returned.

OFFICE USE ONLY

Identification: **Expiry:**.....

\$..... (Collected) **Glasshouse Access:**

Audit	Issued No'	Cancelled No's	
.....	FOB / AIR KEY
.....	FOB / AIR KEY
.....	FOB / AIR KEY
.....	FOB / AIR KEY
.....	FOB / AIR KEY
.....	FOB / AIR KEY

NOTE:

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Owner/ Property Agent Signature

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RSM Authorised