

Fob / Air Key Request Form No. [/]

This section is to be completed by the applicant

| Applicant name: | | | | | | | | | | | | | | | | |
|---|---|-------------------------------|-------|-----------|--------------|--|--|-----|--|--|-------------------|--|--|-------------------------|--|--|
| Strata / Building: | Apartment / Office number: | | | | | | | | | | | | | | | |
| For apartment Fob request: Number of bedrooms: _____ | For Air Key request: Number of car spaces: _____ | | | | | | | | | | | | | | | |
| Best contact number: | | | | | | | | | | | | | | | | |
| Email address: | | | | | | | | | | | | | | | | |
| <p>Preferred credentials indicated (circle one):</p> <p>Owner Proof of identity with address: Driver's license / rates notice / passport / proof of sale</p> <p>Tenant Proof of identity plus: Tenancy agreement</p> <p>Agent Proof of authority: Owner's letter of authority</p> | | | | | | | | | | | | | | | | |
| <p>Reason for key request (circle one):</p> <p>LOST / STOLEN / FAULTY / ADDITIONAL / TEMPORARY (24 hrs)</p> <p>List any key(s) to be deactivated: _____, _____, _____, _____, _____</p> | | | | | | | | | | | | | | | | |
| <p>For residential stratas with a unit key quota, additional keys above the limit will not be issued without authorisation from the owners corporation.</p> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 45%;">Number of active keys:</th><th style="width: 10%;">Fobs:</th><th style="width: 10%;">Air Keys:</th></tr></thead><tbody><tr><td style="padding-left: 20px;">Total before</td><td style="border: 1px solid black; width: 50px; height: 20px;"></td><td style="border: 1px solid black; width: 50px; height: 20px;"></td></tr><tr><td style="padding-left: 20px;">New</td><td style="border: 1px solid black; width: 50px; height: 20px;"></td><td style="border: 1px solid black; width: 50px; height: 20px;"></td></tr><tr><td style="padding-left: 20px;">To be deactivated</td><td style="border: 1px solid black; width: 50px; height: 20px;"></td><td style="border: 1px solid black; width: 50px; height: 20px;"></td></tr><tr><td style="padding-left: 20px;">Total afterwards</td><td style="border: 1px solid black; width: 50px; height: 20px;"></td><td style="border: 1px solid black; width: 50px; height: 20px;"></td></tr></tbody></table> | | Number of active keys: | Fobs: | Air Keys: | Total before | | | New | | | To be deactivated | | | Total afterwards | | |
| Number of active keys: | Fobs: | Air Keys: | | | | | | | | | | | | | | |
| Total before | | | | | | | | | | | | | | | | |
| New | | | | | | | | | | | | | | | | |
| To be deactivated | | | | | | | | | | | | | | | | |
| Total afterwards | | | | | | | | | | | | | | | | |
| <p>All new and replacement keys incur this non-refundable charge*:</p> <p>Number of Fob(s) requested: (.....) @ \$ 25.00 each = \$ _____</p> <p>Number of Air Key(s) requested: (.....) @ \$ 60.00 each = \$ _____</p> <p style="text-align: right;">Total fee = \$ _____</p> <p>*No charge if defective within 12 months from date of issue (Does not apply to damaged keys).</p> <p>Payment can only be made by Visa or Mastercard.</p> | | | | | | | | | | | | | | | | |
| <p>I understand that if key(s) are lost or stolen, I must immediately report the loss to Security Services.</p> <p>Applicant signature: _____ Date: _____</p> | | | | | | | | | | | | | | | | |

| Jacksons Landing – Estate Management Office Only: | | | |
|---|------------------------|-------------------|-----------------------------|
| Sighted: | Drivers license | Rates notice | Passport |
| | Proof of Property Sale | Tenancy Agreement | Owner's letter of authority |
| Other comment: | | | |
| (circle where applicable) | | | |
| Person's identification verified: | | Yes / No | |
| Fee paid: \$ _____ EFTPOS receipt # _____ | | | |
| <p>Key request form checked and approved (please circle). Yes</p> <p>I, hereby authorise the Security Administrator to issue the number of Fobs / Air key(s), as described herein.</p> <p>RSM - Signature: _____</p> <p>RSM - Print name: _____</p> <p>Contact number: _____</p> <p>Date: _____</p> | | | |

| Jacksons Landing – Security Administrator Only: | | |
|---|-----|------------------|
| Request completed correctly: | Yes | New Fob numbers: |
| Security database updated: | Yes | - |
| Person's identification verified: | Yes | - |
| (circle when carried out) | | - |
| | | - |
| | | - |
| | | - |
| | | - |
| Key(s) issued to Requestor: | | |
| Acknowledgement of the receipt of Fob(s) / Air Key(s): | | |
| Signature: _____ | | Date: _____ |
| Print name: _____ | | |
| Security (Signature). | | Date: _____ |
| Security (Print name): _____ | | |