

Fob / Air Key Request Form No. [/]

Applicant to complete this section and take to Estate Management, at 45 Bowman St.

Applicant name:									
Strata / Building name:	Apartment / Office number:								
For apartment Fob request: Number of bedrooms: _____	For Air Key request: Number of car spaces: _____								
Best contact number:									
Email address:									
Preferred credentials indicated (circle one): Owner Proof of identity with address: Driver's license / rates notice / passport / proof of sale Tenant Proof of identity plus: Tenancy agreement Agent Proof of authority: Owner's letter of authority									
Reason for key request (circle one): LOST / STOLEN / FAULTY / ADDITIONAL / TEMPORARY (24 hrs)									
List any key(s) to be revoked: _____ _____									
<i>This section must be completed for residential stratas with a unit key quota. Additional keys above the limit will not be issued without authorisation from the owners corporation.</i>									
Number of ACTIVE keys:	Fobs: Air Keys:								
Total before	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 40px; height: 20px;"></td><td style="width: 40px; height: 20px;"></td></tr><tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr><tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr><tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr></table>								
New									
To be deactivated									
Total afterwards									
All new and replacement keys incur this non-refundable charge*:									
Number of Fob(s) requested: (.....) @ \$ 25.00 each	= \$ _____								
Number of Air Key(s) requested: (.....) @ \$ 60.00 each	= \$ _____								
	Total fee = \$ _____								
*No charge if defective within 12 months from date of issue (Does not apply to damaged keys).									
Payment can only be made by Visa or Mastercard.									
I understand that if key(s) are lost or stolen, I must immediately report the loss to Security Services.									
Applicant signature: _____	Date: _____								

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 # _____			
Key request form checked and approved (please circle). Yes			
I, hereby authorise the Security Administrator to issue the number of Fobs / Air key(s), as described herein.			
RSM - Signature: _____			
RSM - Print name: _____			
Date: _____			

Jacksons Landing – Security Administrator Only:			
Request completed correctly:	Yes	New Fob numbers:	New Air Key numbers:
Person's identification verified	Yes	-	-
Integriti updates:		-	
- 'Notes' and 'status'	Yes	-	
- Keys added / removed (circle when carried out)	Yes	-	
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):			