

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:	Encypted Fob? (Y/N)	Air Keys:
Total before			
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	-	-
Integrity 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):