

ACCESS DEVICE AND KEY ORDER FORM

- This form must be completed and given to the Building Manager for approval before a device is programmed
- Tenants require a letter of approval from their agent / owner before additional fobs or keys can be ordered
- Access devices are limited to two per bedroom + one spare (additional requests may be considered)
- Access devices are non-refundable
- 1 x Fob cost \$75
- 1 x Garage Remote Cost \$150

Fob and Garage Remote Orders

- Access devices are to be paid by EFT to DP 872285, BSB: 182 222, A/C: 200 483 329
 (Please use DP 872285 and your unit / lot number as your reference)
- Access devices will only be issued when proof of payment has been received.
- Lost access devices must be deprogrammed from the system before a replacement is issued.
- Lost, damaged or broken access devices will not be replaced without additional cost.

Please complete fields below to apply for an additional access FOB or GARAGE REMOTE:

| | |
|-------------------------------------|--------------------------------|
| Unit / Commercial Lot Number | OWNER / TENANT (circle) |
|-------------------------------------|--------------------------------|

| | |
|------------------------------------|---|
| Number of access devices required: | Garage remotes _____ Fobs _____ |
| Reason required: (tick one option) | <input type="checkbox"/> Replace Lost <input type="checkbox"/> Replace Faulty <input type="checkbox"/> Additional |

| |
|----------------------------|
| Applicant Signature |
| Print Name: _____ |
| Signature: _____ |

OFFICE USE ONLY

| | | |
|---------------------|--------------------------|-------------------------------|
| Date Received: | Received By: | Approved: YES / NO |
| Fob Device Numbers: | Security Remote Numbers: | Building Manager's Signature: |