

KEY & ACCESS CARD REQUEST FORM

Occupants requiring an additional or replacement key or access card must complete this form, attach agent approval (if required) and email the form to building management at management@metropolitanstleonards.com.au.

Front Door Keys

For keys building management will provide authorisation to the buildings locksmith, Access Hardware who you can contact directly on 02 9669 1100 or keys.nsw@accesshardware.com.au to arrange your new key. You will be cc'd on the authority to Access Hardware and the cost in obtaining a new key, approximately \$30 will be paid directly to Access Hardware.

Access Cards/Remotes

For additional access cards/remotes, you must submit this completed form to building management who will authorise the application and then pay the card fee (access card = \$110 and garage remote = \$150) to the Owner's Corporation using the following bank account details:

Account Name:	BMC 1232470	BSB:	182-222
Account No.:	281068213	Payment Reference:	Please write 'Fob (Unit Number)'

Once paid please provide confirmation of payment in the form of a payment receipt to Building Management who will then provide you with your new card. Please note cards cannot be released until payment has been confirmed.

CONDITIONS

- OCCUPANTS REQUIRING ADDITIONAL KEYS/ACCESS CARDS MUST COMPLETE THIS FORM IN FULL PROVIDING ALL ACCOMPANYING INFORMATION AND PAYING THE CARD FEE (IF APPLICABLE) PRIOR TO KEY AUTHORISATION OR AN ACCESS CARD BEING ISSUED.
- ACCESS CARDS ISSUED HAVE A 12 MONTH WARRANTY, IF CARD IS FOUND TO BE FAULTY WITHIN THIS TIME MANAGEMENT WILL REPLACE FOR FREE.
- RESIDENTS MUST HAVE THEIR DETAILS REGISTERED WITH BUILDING MANAGEMENT TO OBTAIN NEW OR REPLACEMENT KEYS/ACCESS CARDS.
- TENANTS MUST HAVE AN AUTHORISATION LETTER OR EMAIL FROM THEIR MANAGING AGENT TO OBTAIN ADDITIONAL KEYS/ACCESS CARDS.
- IN THE INTEREST OF SECURITY AND TO PREVENT OVERCROWDING RESIDENTS ARE RESTRICTED IN THE NUMBER OF KEYS/ACCESS CARDS THEY ARE ALLOWED IN ACCORDANCE WITH THE BY-LAWS. RESIDENTS MAY ALSO BE REQUIRED TO HAVE ALL THEIR ACCESS CARDS AUDITED PRIOR TO OBTAINING AN ADDITIONAL CARD.
- IF YOUR ACCESS CARD IS LOST OR STOLEN YOU WILL NOTIFY BUILDING MANAGEMENT IMMEDIATELY SO THAT THE CARD CAN BE CANCELLED.



METROPOLITAN RESIDENCES

DP12324703

9 Albany Street, St. Leonards

P: (02) 9056 7119

E: management@metropolitanstleonards.com.au

W: metropolitanstleonards.com.au

DATE:	APARTMENT NO:	BUILDING:
NAME:	CONTACT NO:	EMAIL:
No. Keys requested: No. Access cards requested: Replacement garage remote: Is this a new or replacement key/card?		
If a replacement key/card, what happened to your previous card? <small>(Please note: If your card has been lost you must bring to the office all cards issued so that the lost card can be identified and cancelled)</small>		
If a new card, please state the reason for requiring an additional card? <small>(Please note: There are restrictions on the number of access cards available to residents (2xBed/Agent/Office/Spare))</small>		
Are you the owner of the property or tenant?		
If tenant, please provide your agents details: <small>(Please note: Tenants requesting an additional access card must provide an email from their managing agent authorising the additional card)</small>		
If tenant, has your agent provided an authorisation email or letter?		
Resident Agreement: By ticking this box <input type="checkbox"/> I, _____ confirm that I am a current occupant at Metropolitan Residences and agree to the conditions outlined above.		



STANDARD RESTRICTED KEY ORDER FORM

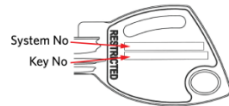
Access Hardware Pty Ltd
 Locksmith Services: 1800 555 700
 W: www.accesshardware.com.au

Please email this form to your local branch for processing

QLD (Brisbane) keys.bris@accesshardware.com.au
 NSW keys.nsw@accesshardware.com.au
 SA keys.sa@accesshardware.com.au

QLD (Gold Coast) keys.gc@accesshardware.com.au
 NT keys.nt@accesshardware.com.au
 VIC keys.vic@accesshardware.com.au

KEY DETAILS



System Number *1 **Key Numbers/Names *1 2** **Qty *3**

¹ Required - System Number located on top line of key stamping. ² Required - Key Name located on middle line of key stamping. Orders without system number and key number or name could delay processing of order. ³ Required - Please reference how many keys of each kind you require in this field.

AUTHORISED SIGNATURE

Auth. Name: _____

Signature: _____ **Date:** _____

Note: Only authorised signatories registered to the restricted key system can approve key orders. Any orders placed that do not have authority will not be processed.

DELIVERY

Company Name: _____

Client Name: _____

Address: _____

Mobile Phone: _____

Email: _____

Any keys selected for delivery by courier or post are not the responsibility of Access Hardware once they leave the workshop. All delivery methods require a signature on delivery, but identification is not required.

COLLECTION: Please tick this box if you intend to collect your keys in person
 Keys can be collected between **Monday to Friday 8:00am to 4:00pm**

Please bring relevant identification to collect keys.

PRICING

KEY TYPE	QTY	UNIT PRICE (Ex GST)	UNIT PRICE (inc GST)	TOTAL (Inc GST)
Key	_____			
			KEY SUBTOTAL (inc GST)	_____
Express Post / Courier	_____			_____
Same Day Courier Fee	_____			_____
			SUBTOTAL (inc GST)	_____
			TOTAL (inc GST)	_____

PAYMENT - Please complete either the Account Customers or Credit Card Payment section.

ACCOUNT CUSTOMERS

Name: _____

Company: _____

Customer Number: _____

Order Number: _____

Phone: _____

Email: _____

CREDIT CARD PAYMENT

To pay for this order we will send you an SMS or email to make a secure online credit card payment. Once payment has been received, your order will be processed.

Please provide either your mobile or email address for us to send the payment request.

Mobile: _____

Email: _____

PLEASE WRITE CLEARLY AND IN LEGIBLE FORMAT, WE ARE UNABLE TO PROCESS ILLEGIBLE DOCUMENTS OR ACCEPT RESPONSIBILITY FOR INCORRECT INFORMATION PROVIDED TO US.