



Glebe Park Residences
Units Plan 3309

KEY, ACCESS CARD AND CARPARK REMOTE REQUEST FORM

Residents requiring an additional or replacement key, access card or carpark remote must complete the attached form and email to the Strata Manager at reception@vantagestrata.com.au.

Apartment Door Keys. These are Restricted keys that require authorisation to be duplicated. After receipt of the form, the Strata Manager will provide authorisation to CLASS Locksmiths with a copy circulated to the originator. You can contact CLASS Locksmiths directly on (02) 6280 6611 or email enquiries@classlocks.com.au to request and pay \$30 for your new key.

Access Cards and Carpark Remotes. For additional access cards and garage remotes you must submit this form and authorise the Strata Manager to deduct a non-refundable fee of \$25 for each access card and of \$80 for each carpark remote to the owner's next levy for which a receipt will be issued. Once the authorisation has been received, the Strata Manager will contact the Building Manager who will program your new access device and arrange its issue.

Conditions. The following conditions apply to the issuing of keys, access cards and carpark remotes.

1. Residents must have their details registered with the Strata Manager to obtain new or replacement keys, access cards or carpark remotes.
2. Tenants must have an authorisation letter or email from their real estate agent or owner to obtain new or replacement keys, access cards or remotes.
3. For security reasons, residents are restricted in the number of keys, access cards and carpark remotes they are allowed. This is based on one key or access card per bedroom plus one extra, and one remote per car space. Any additional keys, access cards and remotes will require approval of the Executive Committee.
4. To maintain security, access cards and car park remotes will be periodically audited.
5. If your access card or garage remote is lost or stolen, you must notify the Building Manager immediately so that the access card or carpark remote can be cancelled.



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Requester Information:		
Name:		
Apartment No:	Phone No:	Email:
Owner/Tenant/Contractor/Other:		
New/Replacement:		
Key	Access Card	Carpark Remote
Cost/Key: \$30	Cost/Card: \$25	Cost/Remote: \$80
Payment: Total amount \$..... to be added to owner's levy.		
Reason:		
If a new access card and/or remote, state the reason for requiring an additional one (e.g spare, agent).		
If a replacement key/card/remote, please explain what happened to your previous key/card/remote (lost, damaged, stolen).		
Authorisation: If a tenant, please attach authorisation email or letter from your agent.		
Collection: I authorise the following person to collect the items (ID will be required)		
Name:	Contact No:	
Agreement: By ticking this box, I agree to the conditions outlined above. <input type="checkbox"/>		

Administrative Action	
Identify checked against Corporate Register	Request is within card and remote limits.
Lost or damaged card cancelled. <input type="checkbox"/>	Managing agent authorisation provided.
Confirm fee added to owner's levy.	
Card No(s): Remotes No(s):	Access control system updated.
Date Processed:	Staff member:
Notes:	