

EMBASSY RESIDENCES
STRATA PLAN 88771, 19-25 Marshall Avenue, St Leonards
E: management@embassyresidences.com.au or 0401 976 894

KEY & ACCESS CARD REQUEST FORM

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

Keys

For keys building management will provide authorisation to the buildings Locksmith, Hildebrandt Locksmiths. You will be cc'd on the email authorisation to Hildebrandt. You should then complete the online key ordering process and payment form at <https://hildebrandt.com.au/key-order/>. Ensure you attach this completed form to the online application. You can contact directly on 02 9212 5211 or service@hildebrandt.com.au for any enquiries.

Access Cards

For additional access cards, there is a non-refundable fee of \$50. You must complete this form and submit to johnx@jamesons.com.au. Once the form is received, the lot account will be debited by Jamesons Strata Management. Tenants will need the authorisation from their agents prior to submission and the agent can pass on the cost to the tenant. Confirmation of fee payment in the form of a receipt from the Strata Manager or electronic banking receipt must then be provided to building management before the access card can be issued.

CONDITIONS

- RESIDENTS 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 WITHOUT PRIOR APPROVAL FROM THE EXECUTIVE COMMITTEE. 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.

Order Information & please confirm is this is a new or replacement (wear & tear or lost)

Key Requested =

Access Card Requested =

- If a replacement key/card, what happened to your previous card?
(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)
- If a new card, please state the reason for requiring an additional card?
(Please note: There are restrictions on the number of access cards available to residents (2xBed/Agent/Office/Spare))
- If a replacement key/card, what happened to your previous card?
(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)
- Are you the owner of the property or tenant?
(Please note: If you're a tenant, approval from the lot owner or agent is required to debit the owners lot account. Please provide an email from their managing agent authorising the additional card)

Staff Only	
Identity checked vs resident register?	Is the request within card limits?
Lost or damaged cards cancelled?	
Fee paid?	
Card Number:	
(Building Manager Only) Access control system updated?	
(Building Manager Only) Access card registration sheet updated?	
Notes:	