



10 Lincoln Crescent, Woolloomooloo, 2011
STRATA PLAN 57623 (RESIDENTIAL)
STRATA PLAN 57624 (MARINA)
STRATA PLAN 61766 (CAR PARK)

Concierge

P: (02) 9331 5564 E: concierge@wharfterraces.com.au

Building Management

P: (02) 8526 4413 E: management@wharfterraces.com.au

Access Card, Garage Remote and Gymnasium Key Request Form

1) Residents requiring an additional or replacement gymnasium key, garage remote or access card for the car park, marina or residential areas must complete this form, attach agent/owner approval (if required) and email to building management at management@wharfterraces.com.au or drop the form off with the concierge.

2) Payment should then be made to the Owners Corporation's bank account as follows:

Garage Remote Control or Building Access Card =	\$165 each
Gymnasium Key =	\$20 each

Payment Options: EFT

Internet Banking Payment Details:

Account Name: McCormacks Strata Management Trust Account for DP879222

Bank Account: BSB: 124-367

A/C: 22128832

Reference: Please use Apartment, Berth, or Car Park lot number followed by the letters FOB or KEY

3) Please also email the Strata Manager to notify them of your deposit so that a receipt can be provided at accounts@mccormacks.com.au.

4) 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.

5) Once confirmation of payment is received you will be notified, and your security key can be collected from the concierge office at 10 Lincoln Crescent, please provide proof of identification.

CONDITIONS

- Residents requiring additional keys/access cards/garage remotes (security keys) must complete this form in full providing all accompanying information and paying the applicable fee prior to the security key being provided.
- Access cards and garage remotes come with a 12-month warranty, if the card or remote stops working outside of the warranty period the applicable fee must be paid to obtain a replacement.
- The access card and remote fees are **NON-REFUNDABLE**.
- Residents must have their details registered with building management to obtain a new or replacement security key.
- Tenants must have an authorisation letter or email from the agent or owner of the lot to obtain an additional security key.
- In the interest of security and to assist with by-law compliance residents are restricted in the number of security keys they are allowed without prior approval from the Strata Committee, residents may also be required to have all their security keys audited prior to a replacement being provided.
- If your security key is lost or stolen, you must notify building management or the concierge immediately so that it can be cancelled.

WHARF TERRACES



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GYMNASIUM KEY, ACCESS CARD & GARAGE REMOTE REQUEST FORM

DATE:	APARTMENT NO:	BUILDING (Residential/Marina/Car Park West):
NAME:	CONTACT NO:	EMAIL:

Are you the owner / agent / tenant?

If tenant, please provide your agents details:

(Please note: Tenants requesting an additional access card must provide an email from their managing agent authorising the additional security key)

If tenant, has your agent/owner provided an authorisation email or letter?

Gymnasium keys requested: _____ Total cost @ \$20 each: _____
 Access cards requested: _____ Total cost @ \$165 each: _____
 Garage remotes requested: _____ Total cost @ \$165 each: _____

Is this a new or replacement security key?

If a replacement security key, what happened to your previous security key?

(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 an additional security key, please state the reason for requiring an additional security key?

(Please note: There are restrictions on the number of access cards available to residents)

Resident Agreement: By ticking this box , I agree to the conditions outlined above.

Date: / / Name: _____ Signature: _____

Staff Only

Identity checked vs resident register?	Is the request within key limits?
Lost or damaged security keys cancelled?	Managing agent authorisation provided?
Fee paid?	Staff member:
Security Key Number:	Security Key Name:
Security Key Number:	Security Key Name:
Security Key Number:	Security Key Name:
Access control system updated?	MYBOS Updated:
Security key collected by:	
Notes:	