



## EMBASSY TOWER & EMBASSY RESIDENCES II

STRATA PLANS 94161 & 94160  
1-17 Marshall Avenue, St. Leonards  
P: 0401 976 894

E: [management@embassystleonards.com.au](mailto:management@embassystleonards.com.au)

W: [www.embassystleonards.com.au](http://www.embassystleonards.com.au)

# FRONT DOOR KEY / ACCESS CARD REQUEST FORM

## APPLICATION PROCESS

Residents requiring an additional or replacement front door key and/or building access card must complete this form, attach agent approval (if required) and email the form to building management at [management@embassystleonards.com.au](mailto:management@embassystleonards.com.au).

Building Management will confirm receipt of the application and confirm your identify vs the resident register, and then arrange your additional key/card in accordance with the following procedures:

### Keys

Front door keys are registered keys and building management will provide authorisation to the building's locksmith, Apex Locksmiths who will provide your new key, you will be cc'd on the authorisation email sent to the Locksmiths.

Once Apex Locksmiths have received authorisation they will contact you directly with how the keys can be paid for, the cost of each key is **\$25** for collection at their shop or alternatively **\$40** for the key to be mailed to you via registered mail.

Please contact Apex Locksmiths directly on 02 9569 4807 or [projects@apexlocksmiths.com.au](mailto:projects@apexlocksmiths.com.au) if there are any issues obtaining your key once authority has been provided. Please do not pay Strata directly for the key, this is only for access cards, key payments must be made to Apex Locksmiths directly.

### Access Cards

For additional access cards, you must submit this completed form to building management who will authorise the application, and then arrange payment to the Owner's Corporations Trust Account using the following bank details:

**Account Name: DP1224077**

**BSB: 124-367**

**Account Number: 22866096**

**Description/Reference: Strata Plan, Lot number, number of keys purchased (i.e. SP94160 L3 2Key)**

Confirmation of payment must then be provided in the form of a payment receipt to Building Management who will then provide you with your card. Alternatively, Building Management will wait for receipt of payment from the Strata Manager (Bright & Duggan).

The cost of a new access card is \$110. Please note cards cannot be released until payment has been confirmed.





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### **CONDITIONS**

- RESIDENTS REQUIRING ADDITIONAL KEYS/ACCESS CARDS MUST COMPLETE THIS FORM IN FULL PROVIDING ALL ACCOMPANYING INFORMATION AND PAY THE CARD FEE (IF APPLICABLE) PRIOR TO KEY AUTHORISATION OR AN ACCESS CARD BEING ISSUED.
- ACCESS CARDS ISSUED HAVE A 12 MONTH WARRANTY, IF A 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. YOU MAY NOT BE PROVIDED YOUR ACCESS CARD UNTIL THIS AUDIT IS COMPLETE.
- IF YOUR ACCESS CARD IS LOST OR STOLEN YOU WILL NOTIFY BUILDING MANAGEMENT IMMEDIATELY SO THAT THE CARD CAN BE CANCELLED.





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<b>DATE:</b>	<b>APARTMENT NO:</b>	<b>BUILDING:</b>
<b>NAME:</b>	<b>CONTACT NO:</b>	<b>EMAIL:</b>
No. Keys requested: No. Access cards requested: 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 <input type="checkbox"/> confirm that I am a current resident/owner/agent and agree to the conditions outlined above.		
<b>Staff Only</b>		
<ol style="list-style-type: none"> <li>1) Create task in BMS, assign to Access Card Request under the apartment number.</li> <li>2) Confirm identity of applicant. Resident must be registered in system. Add confirmation note to task.</li> <li>3) Confirm agent authority if tenant for new cards only. Add confirmation note to task.</li> <li>4) Check card issued is within limits. Add confirmation note to task.</li> <li>5) Audit or cancel lost cards. Add confirmation note to task.</li> <li>6) Advise Locksmith (<a href="mailto:projects@apexlocksmiths.com.au">projects@apexlocksmiths.com.au</a>) or Strata (<a href="mailto:raj.nagpal@bright-duggan.com.au">raj.nagpal@bright-duggan.com.au</a> &amp; <a href="mailto:accessdevices@bright-duggan.com.au">accessdevices@bright-duggan.com.au</a> of application form, cc applicant. Add confirmation note to task.</li> <li>7) Confirm payment of access card. Add confirmation note to task.</li> <li>8) Update access card register. Add confirmation note to task.</li> <li>9) Provide resident with new access card. Add confirmation note to task.</li> <li>10) Close task.</li> </ol>		

