

Key, Swipes & Fobs Request Form

Building / Complex / Unit Plan.

Applicant's Status.			
A: Lot Owner	B: Agent	C: Mortgagee	D: Other (please state)

Applicant's Details.			
Name:		Phone:	
Email:			

If you are a Managing Agent representing a tenant, please provide details of the tenant who is requesting new access item(s) below			
Tenant Name:		Tenant Phone:	
Tenant Email:			

Type of access item(s) you are applying to purchase?			
Please note:			
<ul style="list-style-type: none"> If you require keys that are exclusively for your unit (such as front door of unit key, mailbox keys etc.) then please indicate below, as these access items are issued directly from the locksmith as they are classed as restricted keys. LJ Hooker Strata can then authorise if approved for you to be able to collect directly from the locksmith branch and pay upon pick-up. All access items incur a fee that the occupant will be charged for and the amounts per pass vary from complex to complex. When we contact you after you have submitted the form we will be able to advise the total amount of your request. Once your request form is submitted your application will be assessed to ensure that we are assigning the correct type of access item and quantity limits per tenant 			
A: Swipe (please list quantity)		B: Fob (please list quantity)	
		C: Garage remote (please list quantity)	
D: Keys for the unit exclusively LJ Hooker Strata to apply for restricted key to be issued directly from locksmith to tenant upon payment (please list quantity)			
E: Please list any additional information that links directly to your key re-quest that LJ Hooker Strata may need to know			

Agreement.	
<p>I understand that there is a cost associated with obtaining the above mentioned access item(s), and that this application form will need to be assessed and approved before the items can be released. I understand that if I am the Owner of the Lot / Unit in question that if approved, the cost for this item(s) will be added to my levy statement and if not paid on time, will incur an arrears fee (which generates interest daily if overdue). I understand that if I am the Managing Agent or tenant applying for common property access item(s) for the Lot / Unit in question and the application is approved, that the total charge will be directly to the Owner of the Lot / Unit. It is then up to the discretion of the Owner (and advice from LJ Hooker Strata and their Managing Agent) as to whether this cost is then back-charged to the tenant or not. I understand that if I am applying for access items that are exclusively for an individual Lot / Unit that this application will need to be assessed and approved before the items can be released, and that I am the responsible party for payment in full to the locksmith company upon collection of these items(s). The completion of this application is a form of electronic signature and it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.</p>	
A: I accept	
B: I do not accept	

Sign:		Date:	
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