



JADE
RESIDENCES

JADE RESIDENCES
STRATA PLAN 97251
7 Forest Grove, Epping NSW 2121
P: 02 7208 9229
E: management@jaderesidenceseping.com.au

FRONT DOOR KEY / ACCESS CARD / CAR PARK DOOR REMOTE REQUEST FORM

APPLICATION PROCESS

Residents requiring an additional or replacement front door key, building access card or car park door remote must complete this form, attach agent approval (if required) and email the form to building management at management@jaderesidenceseping.com.au .

Building Management will confirm receipt of the application and then arrange your additional key, card, remote 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 authorization email sent to the Locksmiths.

Once Apex Locksmiths have received authorization, 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 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.

Access Cards / Car Park Remote Control

For additional access cards / remote control, you must submit this completed form to building management who will authorise the application and then send to the Strata Manager, Kooper & Levi (invoices@kooperlevi.com.au).

The cost of a new access card or remote is \$110. For tenants to process payment, please call Kooper & Levi on 02 9371 9090 and provide your credit card details. Once payment is completed, an EFT docket will be sent to you. For owners, the fee may be charged to their levies with their approval and an invoice will be sent through to them.

Once payment has been confirmed, Kooper & Levi will advise building management who can then provide you with your new card. 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 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/REMOTES.
- TENANTS MUST HAVE AN AUTHORISATION LETTER OR EMAIL FROM THEIR MANAGING AGENT TO OBTAIN ADDITIONAL KEYS/ACCESS CARDS/REMOTES
- 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.
- 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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DATE:	APARTMENT NO:	BUILDING:
NAME:	CONTACT NO:	EMAIL:
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 agent's 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 _____ confirm that I am a current resident of Jade Apartments and agree to the conditions outlined above.		
Staff Only		
Identity checked vs resident register?	Is the request within card limits?	
Lost or damaged cards cancelled?	Managing agent authorisation provided?	
Fee paid?	Staff member:	
Card Number:	Card Hex (if applicable):	
Access control system updated?:	Access card register updated?	
<small>(Building Manager Only) Access control system updated?</small>		
Notes:		

