



# THE GORDON - PADDINGTON

24 Gordon Street, Paddington

STRATA PLAN 95380

P: 02 7208 8914

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

GORDON STREET | PADDINGTON

## 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 the form to building management at [management@thegordonpaddington.com.au](mailto:management@thegordonpaddington.com.au).

### Keys

Front door keys are registered keys and building management will provide authorisation to the buildings Locksmith, **Bells Locksmiths** who you can contact directly on 02 9357 2333 or email [service@bellslocksmiths.com.au](mailto:service@bellslocksmiths.com.au) to arrange your new key once approval has been given. You will be cc'd on the authority to Bells and the cost in obtaining a new key will be paid directly to them, please do not pay Strata, this is only for access cards.

### Access Cards

For additional access cards you must submit this form and then pay a non-refundable card fee of \$110 directly to the Owner's Corporations bank account via the Strata Manager as follows:

Acc Name: Strata Sense Pty Ltd ITF DP 1225464

BSB: 182-222

Acc#: 2089-47523

(Please notify the Strata Manager of your payment by including as the reference your apartment number and then the letters ESF (Electronic Security Fob). Please also email the Strata Manager to notify them of your deposit so that a receipt can be provided at [accounts@stratasense.com.au](mailto:accounts@stratasense.com.au).

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.

<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: ( )





# THE GORDON - PADDINGTON

24 Gordon Street, Paddington

STRATA PLAN 95380

P: 02 7208 8914

E: management@thegordonpaddington.com.au

GORDON STREET | PADDINGTON

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 of The Gordon Apartments and agree to the conditions outlined above.	
<b>Staff Only</b>	
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):
<small>(Building Manager Only) Access control system updated?</small>	
<small>(Building Manager Only) Access card registration sheet updated?</small>	
Notes:	

