

STRATA PLAN 55233 – LACEY ON COOPER
FOB KEY APPLICATION – January 2011

Section A: PERSON COMPLETING FORM MUST BE OWNER/AGENT

Lot number (if known):	Flat/Suite number:
Name of person completing this form:	
Your capacity (please circle or specify):	Owner/agent/tenant/other (specify)
Contact details of person completing this form (business hours telephone, e-mail and fax if possible):	Phone: home/work: Fax: Email: Address:

Section B: ISSUE OF ADDITIONAL FOB KEY (AT COST OF \$88 EACH)

<i>Information requested</i>	<i>Additional Key</i>
Name of person the key will actually be used by:	
Reason for needing the key(s). Please be specific. [more than one may apply, cross out the ones that don't]	Owner (resident) Owner (absentee) Agent for owner Tenant Other [please specify]
Contact details of the key user: (if not as per Section A):	Phone: Fax: Email:
Delivery address of key user (if different to Section A):	

<p>Please list the ID numbers of all electronic keys that relate to this flat (regardless of who holds them). Any keys not listed here will be deactivated when this application is processed, to maintain building security. Any reactivations of keys missed or overlooked will be charged for.</p>	Key#
	Key#
	Key#
	Key#
	Key#

Issuing Procedure	This section for office use
Type/No of ID sighted (eg drivers license number & expiry):	
Is front page of lease (or letter from owner) attached?	
Key Number:	
Date of issue:	
Key issued by:	
Signature of person receiving key:	

SP: 55233
WHELAN PROPERTY GROUP PTY LTD
CHRISTOPHER WHELAN
Licensed Strata & Community Manager
Level 6/Suite 113, 330 Wattle Street
ULTIMO NSW 2007
P: 02.9219.4111 F: 9281.9915 M: 0425.201.451
Website: www.whelanproperty.com.au