

CONTACT DETAILS **DATE**

NAME POSITION Owner Managing Agent
(Tenants pass this request form to your agent for completion)

ADDRESS

PHONE *(Home)* *(Work)* *(Mobile)*

EMAIL

STRATA DETAILS

STRATA PLAN No. UNIT No.

ADDRESS OF PROPERTY

KEY DETAILS

ACCESS LOCATION	KEY TYPE	QUANTITY
<i>(Block, Front/Rear Foyer, Garage etc.)</i>	<i>(Key, Remote, Swipe etc.)</i>	

COLLECTION OF KEYS

I will collect the keys from your office at **Suite 8/12 Rickard Road, Narrabeen NSW 2101**

I will organise a courier to collect the key from your office

Please send the key by registered post (Additional \$10.45 fee will apply)

KEY DELIVERY ADDRESS

*Delivery address **MUST** be different to property address for security reasons.*

PAYMENT DETAILS

Payment by Owner Tenant Agent **Please contact our office for details on costs.**

Payment to the Strata Plan MUST be received prior to the release of any keys.

I have enclosed a Cheque Money Order for being payment for the above keys.

I have made an EFT for being payment for the above keys.

I / We being the owner(s) / authorised agent of the above lot authorise you to charge the costs involved for the above keys to the levies of the above lot in the amount of

- Neither the Owners Corporation nor Strata One takes any responsibility should the key(s) get lost in the mail.
- You will be issued with the remittance receipt to be kept as proof of purchase should a refund of the key deposit be requested.
- The refundable amount for a key deposit will not include the GST paid or the administration charges for distribution. Contact our office should you have any queries.

Please Note:

Identification is required in order to collect keys and tenants must supply a copy of their tenancy agreement.