

Key Application Form

Applicant's name:

Letting agency (if applicable):

Telephone:

Email:

Strata plan number:

Unit number:

Address of plan:

Address to mail the Key Authority Letter (see notes below):

You are the: Owner Agent

Type of key requested: Building Security Key Building Security Fob/Card

Other (please detail):

Is this key to replace a lost/
stolen/broken key? Yes No

If 'No' above, please outline the reason for requiring this key:

Notes:

1. If the Owners Corporation requires a deposit, an invoice will be forwarded for payment. Once payment has been received a Key Authority Letter will be mailed to you. Please take the letter to the locksmith for the cutting of the key. You will be responsible for payment of the key cutting.
2. If a deposit is not required, a Key Authority Letter will be mailed to you in due course.
3. Should keys be held in stock by Real Property Services, and the applicant is a letting agent, the key will be mailed. Where the applicant is an owner who lives at the property, for security reasons we will not mail the key and we ask that the applicant makes contact with Real Property Services to make arrangements for collection of the key.

Signature of owner/agent:

Date (DD/MM/YYYY):