Application for a Fire Stair Key (FSK)

This form is for owners to request additional Fire Stair Keys (FSK).

Additional Fire Stair Keys can only be purchased by the Owner of a lot or the Owners’ registered agent, on behalf of the owner.

The cost of an additional or replacement Fire Stair Key is $55 (incl GST).

Payment can be made by either Cheque, Electronic Funds Transfer (EFT), or added to the Owners’ quarterly levy.

|  |  |  |  |
| --- | --- | --- | --- |
| Owners’ Details | | | |
| Owners’ Name: |  | | |
| Lot No: |  | Apt No: |  |
| Number of FSK’s required: | | What floor/area is the apt accessed from? | |
| Payment: | Chq  EFT  Levy\* |
| Authorised person: |  | | Owner  Agent |
| Contact No: |  | |  |
| Contact email: |  | | |
| Signed: |  | Dated |  |
| \* I understand, the total charge for the FSK/s I require, will be billed and shown on my next Strata Fee/Levy notice. Amounts may only be charged to the owners’ levy, only if their levies are not in arrears. | | | |
| Tenants Details (if applicable) | | | |
| Name: |  | | |
| Contact No: |  | |  |
| Contact email: |  | | |
| Authorisation to collect on the Owners’ Behalf | | | |
| I,             the owner of Lot    , authorise              to collect the FSK on my behalf. | | | |
| For the Strata Managers’ Use Only | |  |  |
| Pmt Rec’d via: | Chq  EFT  Levy | Amount: |  |
| Signed: |  | Acc Code: | 142800 |
| For the Building Managers’ Use Only | |  |  |
| ESF prepared: | Consignee Advised:  \_\_\_\_ | Consignees Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

How to pay:

* *If paying by cheque, cheques are to be made payable to:*

**Strata Plus ATF 69259**, and forward to the Strata Manager, by mail, along with this completed form for processing.

* *If paying by EFT:*

Account name: **Strata Plus ATF 69259**

**BSB: 182 222** Account number: **268 195 591**

Clearly noting: *‘****FSK Lot #****’*\* (\* your lot number) - within the *payee* transaction details.

Forward this completed form by email, along with a copy of your EFT transaction, to Strata Manager for processing.

* *If to be billed to the Owners’ quarterly strata levy*, forward this completed form by email to the Strata Manager for processing.

(an agent does require written authorisation from the owner to bill to quarterly strata levy).

The Process:

*The Building Manager will contact you when your Fire Stair Key (FSK) is available to collect.*