Application for an Electronic Security Fob (ESF)

This form is for owners to request additional electronic security fobs.

Additional Electronic Security Fobs (electronic access 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 electronic access fob is $55 (incl GST);

(faulty fobs will be replaced at a cost of $22.00 each (incl GST)).

*(Faulty fobs must be handed to the Building Manager, before a replacement fob will be issued).*

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 ESFs 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 ESF/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 ESF 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: *‘****ESF 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 Electronic Security Fob (ESF) is available to collect.*