

APPLICATION FOR NEW OR REPLACEMENT AIRKEYS AND KEYS

TERMS & CONDITIONS FOR OBTAINING AIRKEYS AND KEYS FOR CERESA COMMON AREAS

1. Only Owners or their registered agents may apply for replacement or additional Airkeys or keys. Tenants and non-registered agents are not authorised to order airkeys or keys.
2. Airkeys and keys *cannot be issued* unless all payments due to the Strata Company (levies and other charges) are up to date.
3. Airkeys and keys must be ordered from the Strata Manager: StrataManager@ceresa.com.au in writing using this form. A fee for the airkey/key will be charged which covers the airkey programming and administration for both airkeys and keys.
4. Lost or damaged Airkeys/keys must be reported to the Strata Manager or Building Manager as soon as possible.
5. The Strata Manager will advise when the Airkeys and keys are ready, and then you need to see the Building Manager: BuildingManager@ceresa.com.au, or 0488 220 999 to arrange collection.

Ceresa Airkey (cost \$100 each)

Needed for:

- *Basement gates,*
- *Common Area doors and*
- *Lift access.*

Common Area keys (cost \$20 each)

Needed for:

- Emergency stairwell door to individual floor lobby (***this key is needed by all residents to access their floor via the stairwell when the lift is not operational***)
- Tower Front Door

Note: keys to apartment front doors and the basement storerooms, are not part of the Ceresa key system.

APPLICATION:

Name of applicant _____ Apartment Number _____

Telephone _____

Email _____

Are you the

Owner or

Property Manager / Agent?

Address for invoice (if different from apartment address)

Airkey @ \$100 each

Number required _____

Are these airkeys

Additional or

Replacement

Please return damaged Airkeys or old ones no longer required to the Strata Manager/Building Manager.

Common Property Keys @ \$20 each

Which and how many do you require:

Tower required East Central West

Tower Front Door No _____

Stairwell lobby Entrance No _____

I have read, understand and agree to abide by the terms and conditions.

Signed _____ Application date _____

Completed form to be forwarded to Strata Manager at
reception@richardsonstrata.com.au