



ACCESS FOB PURCHASE FORM

Please carefully read the following notes before filling out and submitting this *Access Fob Purchase* form.

A - ACCESS FOB COST

Physical fobs may be purchased for a one-off fee of \$50 each.

NFC (mobile phone) fobs may be purchased for a one-off fee of \$50, plus an annual fee of \$50. Payment of both the one-off fee and the first-year annual fee is payable in advance.

Subsequent annual fees will be levied by the Owner's Corporation Manager directly. Failure to pay the annual fee may result in the NFC access fob being cancelled. The upfront cost and annual fee are non-refundable. It is the applicant's responsibility to ensure that they have a device capable of utilising the NFC fob technology. NFC fobs are subject to the same terms and conditions as physical fobs.

Note that damaged, lost or stolen fobs will be replaced at a 50% discount upon identification and de-activation of the old fob (includes lost NFC fobs). To replace a damaged, lost or stolen fob, complete an *Access Fob Replacement Form*.

B - PAYMENT AND ISSUE OF FOBS

Once this form is completed, it must be lodged with the Owner's Corporation. The Owner's Corporation Manager will issue an invoice for payment using the Primary Contact details below, with various payment options. Once full payment is received, fobs will be issued by the building manager.

C - COMPLETING AND LODGING THIS FORM

All sections and fields must be completed unless noted otherwise. Where noted, evidence of entitlement must be attached to the application form. Applications with incomplete forms or missing evidence will not be accepted.

Please send completed forms and supporting documentation to the Owner's Corporation Manager by email (preferred) at reception@goughpartners.com.au or by post at PO Box 217, Ashburton VIC 3147.

1. LOT NUMBER

Please enter the lot number to which this following request relates to. Evidence of entitlement must be attached to this form (e.g. current rates notice, owner's corporation levy notice, utility bill, lease agreement, etc)

| | | | |
|----------------|--|----------------|--|
| Lot Number(s): | | Evidence Type: | |
|----------------|--|----------------|--|

2. PRIMARY CONTACT

Please enter the details of the primary contact for the issued fob. In the case of a leased lot, the primary contact should be the managing agent.

| | | | |
|------------------|--|------------------------|--|
| Family Name: | | Given Name: | |
| Contact Phone: | | Alt. Phone (optional): | |
| Email Address: | | | |
| Mailing Address: | | | |

3. SECONDARY CONTACT

Please enter the details of the secondary contact for the issued fob, if applicable. In the case of a leased lot, this should be the tenant.

| | | | |
|------------------|--|------------------------|--|
| Family Name: | | Given Name: | |
| Contact Phone: | | Alt. Phone (optional): | |
| Email Address: | | | |
| Mailing Address: | | | |

4. ACCESS FOBS REQUESTED

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|------------------------------------|--|--------------|--------|-----------|
| Number of Physical Fobs Requested: | | @ \$50 Each | Total: | \$ |
| Number of NFC Fobs Requested: | | @ \$100 Each | Total: | \$ |
| Grand Total: | | | | \$ |

5. REASON FOR PURCHASE OF ADDITIONAL ACCESS FOBS

Please specify the reason for the purchase of additional fobs:

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Replace lost/stolen/damaged fob (complete an <i>Access Fob Replacement Form</i> instead) <input type="checkbox"/> Additional tenant/resident access (ensure fob holder contact details are completed above) <input type="checkbox"/> Contractor access (specify type on right e.g. cleaner) <input type="checkbox"/> Other (specify reason on right) | Additional Details (if required): |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|

6. ACCESS REQUIRED

Check the boxes below to request access. Evidence of entitlement will be required as noted in the table. Note that all access requests and supporting evidence will be assessed on a case-by-case basis.

| <u>Access Requested</u> | <u>Evidence Required</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Main Residential Entrance <input type="checkbox"/> Residential Floor(s) - specify _____ <input type="checkbox"/> Mail Room <input type="checkbox"/> Pool/Gym <input type="checkbox"/> Loading Dock (Lift Access) | Evidence of a residential lot entitlement. Generally, the evidence attached in section 1 will satisfy this requirement. |
| <input type="checkbox"/> Loading Dock (Roller Door Access) | Roller Door Access will generally only be given to commercial tenants. If access is required by other tenants, a legitimate reason must be provided. |
| <input type="checkbox"/> Car Park Entry/Exit <input type="checkbox"/> Car Park Floor(s) - specify _____ | If a car park is included on the title for the lot number specified in section 1, the evidence provided in section 1 will satisfy this requirement. Otherwise, evidence of entitlement to a car parking space is required (e.g. title of standalone car park or car park lease agreement). If car park access is required for a bicycle, a completed <i>Bicycle Registration Form</i> is required. |
| <input type="checkbox"/> Soho Lift Lobby <input type="checkbox"/> Soho Lift Residential Level | Evidence of Soho lot entitlement. Generally, the evidence attached in Section 1 will satisfy this requirement. |

7. ACKNOWLEDGEMENTS

Please read and confirm the information below, then sign and date the form.

- I acknowledge that if I am issued with security fob access, I am liable for all access gained using that fob, and any damage caused by persons using that fob
- I acknowledge that I will update fob holder contact details within 14 days if a security fob is transferred to another person (e.g. a new tenant, owner-occupier or contractor). Fob holder contact details can be updated by completing an *Access Fob Update Form*
- I acknowledge that I will advise building management immediately if a fob is damaged, lost or stolen, and that I am liable for any damage caused because of my failure to notify the building manager as soon as reasonably practicable
- I confirm that all details given above are correct to the best of my knowledge, and that I have a legitimate right of access to the areas requested
- I acknowledge that access may be restricted without warning if a security fob is used to permit unauthorised access

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|------------|--|-------|--|
| Name: | | Date: | |
| Signature: | | | |

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|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office Use Only: | <input type="checkbox"/> Form Complete <input type="checkbox"/> Payment Received <input type="checkbox"/> Required Evidence Attached <input type="checkbox"/> Fobs Issued |
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