



ACCESS FOB UPDATE FORM

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

A - UPDATING FOB HOLDER DETAILS

If only fob holder contact details are to be updated, complete sections 1-3 and sign the acknowledgments at the end of the form. All fields must be completed unless otherwise noted.

B - UPDATING ACCESS DETAILS

If additional or modified access is required using an existing fob or fobs, all sections must be completed. In addition, evidence of access entitlement must be included as noted in section 4.

C - COMPLETING AND LODGING THIS FORM

Where noted, evidence of entitlement must be attached to the application form. Applications with incomplete forms or missing evidence will not be accepted.

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. FOBS TO BE UPDATED

Please list fob ID(s) to be updated. If you do not know the ID of your fob(s), please see the building manager for assistance.

Existing Fob ID(s):	
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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 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.

Access Requested	Evidence Required
<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 Floors – 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.

5. 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

Name:		Date:	
Signature:			

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