

MONUMENT

RESIDENT REGISTER AND SECURITY KEY AUDIT FORM

Disclosure statement: The information you provide on this form will be stored in hard copy format, as well as in an electronic database accessible to the Building Manager and Concierge. Furthermore, in the case of leased/tenanted apartments, by signing the form you consent to the information being shared with the Strata Managing Agent in order to comply with Section 119 of the *Strata Schemes Management Act 1996 (NSW)* and by-law 5.2 of the Monument By-Laws.

Apartment no.		Home phone no.	
Residential status: (Circle one)	Owner / Tenant	Pet/s? (Circle one)	Yes / No (excluding fish) <i>If 'Yes', please complete Pet Register Form</i>
Lease expiry date		Tenant's R/E agent	
Tenant's R/E agent contact person & contact details			
Resident #1 - Name		Signature	
Mobile		Email	
Security card fob / swipe no. (e.g. DAF###)		Subscribe to email list?* (Circle one)	Yes / No
Resident #2 – Name		Signature	
Mobile		Email	
Security card fob / swipe no. (e.g. DAF###)		Subscribe to email list?* (Circle one)	Yes / No
Resident #3 – Name		Signature	
Mobile		Email	
Security card fob / swipe no. (e.g. DAF###)		Subscribe to email list?* (Circle one)	Yes / No

* Selecting 'Yes' to the option 'Subscribe to email list?' will result in your email address being added to the Monument residents electronic mailing list (RESIDENTS-L@THEMONUMENT.COM.AU) maintained by the Building Manager and Concierge. Your email address will not be shared with third parties without your express approval, and you may request removal from the list at any time via a separate form available from the Concierge or the Monument website.

Owners, please note that in addition to the Monument residents mailing list, the strata managing agent also maintains a list of owners who have consented to receive copies of official meeting notices/agendas and minutes electronically via email rather than being sent paper-based copies in the mail. This list operates independently of the Monument residents mailing list. Owners wishing to 'opt in' to the strata managing agent's electronic communication list should send an email to stratamanager@themonument.com.au to request the appropriate form for this purpose. **The EC recommend you do this as it will reduce Monument's annual photocopying expenses.**

20 PELICAN STREET SURRY HILLS NSW 2010

T: 02 9283 3630 F: 02 9283 5682 www.themonument.com.au

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Vehicle #1 - Registration no.		Remote serial no.	
Vehicle type (Circle one)	Car / Van / Ute / Motorcycle / Scooter / Other – Please specify: _____	Make and model	
Vehicle #2 - Registration no.		Remote serial no.	
Vehicle type (Circle one)	Car / Van / Ute / Motorcycle / Scooter / Other – Please specify: _____	Make and model	
Vehicle #3 - Registration no.		Remote serial no.	
Vehicle type (Circle one)	Car / Van / Ute / Motorcycle / Scooter / Other – Please specify: _____	Make and model	
<i>I/We authorise access by the following tradespeople and/or service provider/s:</i>			
Authorised person #1 - Name		Service type (e.g. cleaner)	
Company name (if applicable)		Mobile	
Access days/times (e.g. days/times, frequency, duration)			
Authorised person #2 - Name		Service type (e.g. cleaner)	
Company name (if applicable)		Mobile	
Access days/times (e.g. days/times, frequency, duration)			
<i>I/We authorise access by use of the spare key (if applicable) to the following:</i>			
Guest #1 - Name		Mobile	
Access details / special instructions			
Guest #2 - Name		Mobile	
Access details / special instructions			
<i>Name/s and relevant detail/s of residents requiring assistance during a building evacuation:</i>			
OFFICE USE ONLY	NB: Please return the completed form to the Concierge for data entry within 7 days. For security reasons, packages and mail will only be accepted for listed residents, and security access cards/fobs/swipes and remotes not listed will be disabled.		
Date received		Access control	
Email list administrator notified		Database entry	
Strata Manager notified (stratamanager@themonument.com.au)		Additional notes	