

MONUMENT

CAR PARK REMOTE ORDER FORM

There is a non-refundable fee of **\$150** per remote, except for replacements for faulty devices (which must be returned to the Concierge/Building Manager), in which case the fee is **\$75** per remote. Payments will only be accepted by credit card or debit card (**Visa / Mastercard**).

Each car park remote is coded to enable the opening and closing of the entry and exit roller doors to the Monument car park. It may also be coded for access to the Common Property and/or apartment floors in Monument (i.e. front entry, lifts and/or gym/Level 3 outdoor area/pool), in which case it also counts towards the quota of active security devices (along with access cards/swipes/fobs), which are as follows:

- *One-bedroom* apartment: Maximum of *four (4)*;
- *Two-bedroom* apartment: Maximum of *six (6)*;
- *Three-bedroom* apartment: Maximum of *eight (8)*.

Any additional devices in excess of these limits will be disabled. *Note that all remotes issued remain the property of the Owners Corporation.*

Apartment no.		Quantity required	
Reason for order (e.g. lost, stolen, damaged, faulty)			
Would you like the new remote to be coded for access to the Common Property, including lift access to the floor on which your apartment is located? (Circle one)	Yes / No		
List number(s) of any retained remote(s)			
Owner / Agent name			
Signature of Owner / Agent		Date	

OFFICE USE ONLY

Date form received: _____ Processed by: _____
 Payment received: Y / N (If Y, state amount and payment method: \$ _____ paid by _____)
 Date faulty/lost remote(s) disabled: _____ Remote(s) number: _____
 Order accepted: Y / N (If N, state reason for denial: _____)

Resident Register Form must be updated or a new copy of the form completed before new remote(s) can be activated.

Date Resident Register Form updated or new copy completed: _____
 Date remote(s) collected: _____ Name of person collecting and signing for remote(s): _____

Signature of person collecting remote(s): _____

Receipt issued: Y / N (If Y, state receipt number: _____)

Cancelled remote(s)	New remote(s)