

MONUMENT

SECURITY ACCESS FOB ORDER FORM

Security fobs provide access to Monument via the front entry on Pelican Street, and are required to access the gym, pool and outdoor garden area on Level 3 of the building. They are also coded to allow lift access to the level on which your apartment is located, plus the Basement car park level and Level 3.

There is a non-refundable fee of **\$100** per fob, except for replacements for faulty devices (which must be returned to the Concierge/Building Manager), in which case the fee is **\$30** per fob. Payments will only be accepted by credit card or debit card (**Visa / Mastercard**).

The limits on the number of security devices per apartment that can be coded for access to the Common Property and/or apartment floors (i.e. front entry, lifts and/or gym/pool) 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)			
If this is to replace lost or stolen devices(s), please provide details			
Owner / Agent name			
Additional details / instructions			
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 _____)
 Order accepted: Y / N (If N, state reason for denial: _____)
 Lost/stolen fob(s) disabled: Y / N (If Y, specify date: _____ Fob(s) number: _____)

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

Date Resident Register Form updated or new copy completed: _____
 Date access fob(s) collected: _____
 Name of person collecting and signing for fob(s): _____
 Signature of person collecting fob(s): _____
 Receipt issued: Y / N (If Y, state receipt no: _____)

Fob ID	User ID