



**RADIANCE**  
DARLING HARBOUR

## RADIANCE APARTMENTS

188 Day Street, Darling Harbour

STRATA PLAN 90171

P: 0421 395 536

E: [management@radianceapartments.com.au](mailto:management@radianceapartments.com.au)

### KEY & ACCESS CARD REQUEST FORM

Residents requiring an additional or replacement key or access card must complete this form and the attached Omega Restricted Key Request form (if keys only) on the third page, attach agent approval (if required) and email the form to building management at [management@radianceapartments.com.au](mailto:management@radianceapartments.com.au).

#### Keys

Front door keys are registered keys and building management will provide authorisation to the buildings locksmith please, Omega Locksmiths to authorise your new key once the completed application is received. Omega Locksmiths will advise you directly once your key is available and provide to you an invoice to be paid prior to being sent your key. Please contact Omega directly on 03 9689 3488 or [omega@omegacorp.com.au](mailto:omega@omegacorp.com.au) if there are any issues obtaining your key once authority has been provided. Please do not pay Strata directly for the key, this is only for access cards, key payments must be made to Omega Locksmiths.

#### Access Cards & Remotes

For additional access cards or garage remotes, you must submit this completed form to building management who will authorise the application and then send to the Strata Manager, Wellman Strata ([info@wellmanstrata.com.au](mailto:info@wellmanstrata.com.au)) who will send an invoice to you for payment. The cost of a new access card is \$80, and the cost of a new garage remote is \$150. Once payment has been confirmed, Wellman Strata will advise building management who can then provide you with your new card. Please note cards cannot be released until payment has been confirmed.

#### CONDITIONS

- RESIDENTS REQUIRING ADDITIONAL KEYS/ACCESS CARDS MUST COMPLETE THIS FORM IN FULL PROVIDING ALL ACCOMPANYING INFORMATION AND PAYING THE CARD FEE (IF APPLICABLE) PRIOR TO KEY AUTHORISATION OR AN ACCESS CARD BEING ISSUED.
- ACCESS CARDS ISSUED HAVE A 12 MONTH WARRANTY, IF CARD IS FOUND TO BE FAULTY WITHIN THIS TIME MANAGEMENT WILL REPLACE FOR FREE.
- RESIDENTS MUST HAVE THEIR DETAILS REGISTERED WITH BUILDING MANAGEMENT TO OBTAIN NEW OR REPLACEMENT KEYS/ACCESS CARDS.
- TENANTS MUST HAVE AN AUTHORISATION LETTER OR EMAIL FROM THEIR MANAGING AGENT TO OBTAIN ADDITIONAL KEYS/ACCESS CARDS.
- IN THE INTEREST OF SECURITY AND TO PREVENT OVERCROWDING RESIDENTS ARE RESTRICTED IN THE NUMBER OF KEYS/ACCESS CARDS THEY ARE ALLOWED IN ACCORDANCE WITH THE BY-LAWS. RESIDENTS MAY ALSO BE REQUIRED TO HAVE ALL THEIR ACCESS CARDS AUDITED PRIOR TO OBTAINING AN ADDITIONAL CARD.
- IF YOUR ACCESS CARD IS LOST OR STOLEN YOU WILL NOTIFY BUILDING MANAGEMENT IMMEDIATELY SO THAT THE CARD CAN BE CANCELLED.





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<b>DATE:</b>	<b>APARTMENT NO:</b>	<b>BUILDING:</b>
<b>NAME:</b>	<b>CONTACT NO:</b>	<b>EMAIL:</b>
No. Keys requested: No. Access cards requested: No. Access remotes requested:		
If a replacement key/card, what happened to your previous card?  <small>(Please note: If your card has been lost you must bring to the office all cards issued so that the lost card can be identified and cancelled)</small>		
If a new card, please state the reason for requiring an additional card?  <small>(Please note: There are restrictions on the number of access cards available to residents (2xBed/Agent/Office/Spare))</small>		
Are you the owner of the property or tenant?  If tenant, please provide your agents details:  <small>(Please note: Tenants requesting an additional access card must provide an email from their managing agent authorising the additional card)</small>		
If tenant, has your agent provided an authorisation email or letter?		
Resident Agreement: By ticking this box <input type="checkbox"/> , I _____ confirm that I am a current resident of Radiance Apartments and agree to the conditions outlined above.		
<b>Staff Only</b>		
<ol style="list-style-type: none"> <li>1) Create task in BMS, assign to Access Card Request under the apartment number.</li> <li>2) Confirm identity of applicant. Resident must be registered in system. Add confirmation note to task.</li> <li>3) Confirm agent authority if tenant for new cards only. Add confirmation note to task.</li> <li>4) Check card issued is within limits. Add confirmation note to task.</li> <li>5) Audit or cancel lost cards. Add confirmation note to task.</li> <li>6) Advise Locksmith (<a href="mailto:keys@omegacorp.com.au">keys@omegacorp.com.au</a>) or Strata of application form, cc applicant. Add confirmation note to task.</li> <li>7) Confirm payment of access card. Add confirmation note to task.</li> <li>8) Update access control system as per procedure. Add note to task.</li> <li>9) Update access card register spreadsheet. Add confirmation note to task.</li> <li>10) Provide resident with new access card. Add confirmation note to task.</li> <li>11) Close task.</li> </ol>		
Notes:		



**RESTRICTED KEY REQUEST FORM****ALL FIELDS ARE MANDATORY – Please note payment details must be provided**Return completed form to [keys@omegacorp.com.au](mailto:keys@omegacorp.com.au) Date: \_\_\_\_\_

Key System Number: \_\_\_\_\_ (this number is engraved on all keys)

Company Name / Individual: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

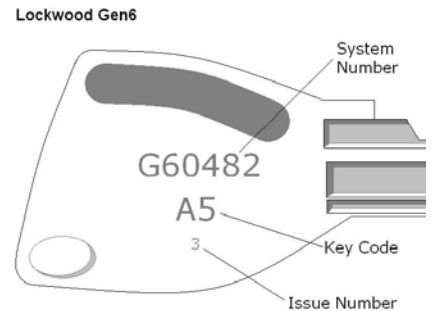
Suburb: \_\_\_\_\_ Post Code \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Please supply the following restricted keys to the above Master Key System

Key No: \_\_\_\_\_ Qty: \_\_\_\_\_ Key No: \_\_\_\_\_ Qty: \_\_\_\_\_

Key No: \_\_\_\_\_ Qty: \_\_\_\_\_ Key No: \_\_\_\_\_ Qty: \_\_\_\_\_

**Delivery Method:**
 Registered Post @ \$10.50   
  Ring When Ready for Collection   
  Courier: POA
**Payment Type – PAYMENT DETAILS MUST BE PROVIDED**
 **EFT Payment** - please provide email address and a pro-forma invoice will be sent including banking details

Email : \_\_\_\_\_

 **Credit Card**    Details:  Visa / Master Card     Amex     Diners

Number: \_\_\_\_\_ Exp: \_\_\_\_\_ CCV \_\_\_\_\_

 **Cheque** - please send a copy of this completed form with cheque

 **Company Account** –INVOICE TO: Company Account Name: \_\_\_\_\_

Omega Account Code: \_\_\_\_\_ Purchase Order # \_\_\_\_\_

 Invoice to be sent with goods.     Invoice to be sent to Company Account holder
**Authorisation for Keys to Be Cut**

I hereby certify that I am registered as an authorised signatory for the above Master Key System, and I authorise Omega Security Solutions Pty Ltd to cut the above keys as required.

BI-Lock New Generation

**Authorised Signature:** \_\_\_\_\_**Print Name:** \_\_\_\_\_