



**Key Security / Access**

**Permanent Access:**

We need you to provide us with written authority and any special instructions for regular persons requiring access into your apartment. Our concierge will continue to allow access and follow your written instructions until we are notified otherwise.

**NOTE:** If you give instructions to hand over keys on Wednesdays to Mary Smith of Cleaning P/L, our concierge will not allow access any other day, or access to another company, or to a person other than Mary Smith. Visitors will be asked to show identification if our concierge does not know them. Please give clear and precise instructions to avoid any inconvenience.

Under no circumstances will concierge accept authority for access by way of a phone call from residents. Access into your apartment will require written authority from an authorised resident. Our concierge will check any requests for authority against the specimen signatures you provide us with.

It may be advantageous to residents to authorise access for the building manager or head concierge individually if you require any of them to have access for emergencies. Please complete below and hand to concierge or building manager.

**Name of Persons with authority to authorise key issuing / access**

**Name**

**Specimen Signature**

**Apartment Number**

**Date**

Please note:

Tenants signing this section must provide copy of lease.

Managing agents must show copy of managing agent agreement.

Owners who are companies must provide the signature of Director or Secretary

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**PERSONS YOU GIVE AUTHORITY TO ACCESS YOUR APARTMENT AND COLLECT KEYS.**

**Name /Company**

**Instructions**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.