



# ACCESS FOB REPLACEMENT FORM

Please carefully read the following notes before filling out and submitting this *Access Fob Replacement Form*.

## A - REPLACEMENT FOB COST

Damaged, lost or stolen access fobs will be replaced at a 50% discount (compared to new fob cost) upon identification and de-activation of the old fob. The cost of a replacement fob (either physical or NFC) is \$25. The annual fee payable by holders of an NFC access fob is not affected by fob replacement.

## B - PAYMENT AND ISSUE OF FOBS

Once this form is completed, it must be lodged with the Owner's Corporation. The Owner's Corporation Manager will issue an invoice for payment using the Primary Contact details below, with various payment options. Once full payment has been received, fobs will be issued by the building manager.

The replacement fobs will have the same access as the fobs that are replaced. If additional or modified access is required, please complete an *Access Fob Update Form*.

## C - COMPLETING AND LODGING THIS FORM

All sections and fields must be completed unless noted otherwise.

Send completed forms and supporting documentation to the Owner's Corporation Manager by email (preferred) at [reception@goughpartners.com.au](mailto:reception@goughpartners.com.au) or by post at PO Box 217, Ashburton VIC 3147.

### 1. PRIMARY CONTACT

Please enter the details of the primary contact for the issued fob. In the case of a leased lot, the primary contact should be the managing agent.

Family Name:		Given Name:	
Contact Phone:		Alt. Phone (optional):	
Email Address:			
Mailing Address:			

### 2. SECONDARY CONTACT

Please enter the details of the secondary contact for the issued fob, if applicable. In the case of a leased lot, this should be the tenant.

Family Name:		Given Name:	
Contact Phone:		Alt. Phone (optional):	
Email Address:			
Mailing Address:			

### 3. FOBS TO BE REPLACED

Please list the fob ID(s) to be replaced. If you do not know the ID of your fob(s), please see the building manager for assistance.

Existing Fob ID(s):	
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Before a replacement fob can be issued, the ID of the fob(s) to be replaced must be verified by the building manager. The building manager must then sign the declaration below.

#### **To be signed by the building manager**

*I confirm that the access fob ID(s) listed above have been deactivated:*

Name:		Date:	
Signature:			



#### 4. ACKNOWLEDGMENTS

**Please read and confirm the information below, then sign and date the form.**

- I acknowledge that if I am issued with security fob access, I am liable for all access gained using that fob, and any damage caused by persons using that fob
- I acknowledge that I will update fob holder contact details within 14 days if a security fob is transferred to another person (e.g. a new tenant, owner-occupier or contractor). Fob holder contact details can be updated by completing an *Access Fob Update Form*
- I acknowledge that I will advise building management immediately if a fob is damaged, lost or stolen, and that I am liable for any damage caused by my failure to notify the building manager as soon as reasonably practicable
- I confirm that all details given above are correct to the best of my knowledge, and that I have a legitimate right of access to the areas requested
- I acknowledge that access may be restricted without warning if a security fob is used to permit unauthorised access

Name:		Date:	
Signature:			

Office Use Only:	<input type="checkbox"/> Form Complete <input type="checkbox"/> Required Evidence Attached <input type="checkbox"/> Payment Received <input type="checkbox"/> Fobs Issued
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