



Apartment Key Access

It is advantageous that a key for you apartment is left at the Concierge Desk for Emergency Access.

The Concierge will have a register recording those person/s with authority to give access and those person/s with permanent key access. For temporary access, a Temporary Access Form is available and will need to be completed before key access is granted.

To ensure strict security on the issuance of keys, please complete the following information.

Please provide a specimen signature even if you choose **not** to authorize your key being handed out.

This information will be kept in confidence when completed.

Apartment Number:

Name of Owner/Tenant	Signature

Please provide Contact Numbers for Person/s residing in the Apartment

Name	Home Number	Business Number	Mobile Number

Vehicle Details (If Applicable):

Please provide Vehicle registration details to assist us in the Car park

Vehicle Make and Model	Vehicle Registration



Apartment Number:

Name/s of Person's you wish to grant Permanent Key Access to, For example Family members, Cleaners etc.

Tenants Only

Managing Real Estate Agent:

Real Estate Agent Company	Contact Name	Contact Number

Concierge Use Only

Date Received:.....

Date Entered:.....

Concierge Name:.....

Concierge Signature:.....