

**APPLICATION FOR KEY CARDS/FOBS**

Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

No. of Keys Needed:  No. of Swipe Needed:

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

Unit No: \_\_\_\_\_ Street Address: \_\_\_\_\_

**Reason for Request:**

Lost

Additional

Broken



Please specify the reason in

detail: \_\_\_\_\_

*Any additional/lost/broken Key process will be applied with Admin Fee of \$70.00,  
By signing the below section you are agreeing to pay the Fee separately to C J REAL ESTATE*

*I, \_\_\_\_\_ acknowledge that the above security card(s)/FOB is a one off purchase and no refund from the strata is available when vacating the property. Also I am aware that tenants must return ALL swipes purchased during tenancy.*

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please send request via Email to [frontdesk@cjintl.com.au](mailto:frontdesk@cjintl.com.au)

----- **FOR OFFICE USE ONLY** -----

Ordered lodged by _____	Ordered Date _____
Order processed to: Building Manager <input type="checkbox"/>	Locksmith <input type="checkbox"/>
Total Cost: _____	Ref/Receipt No: _____
Payment Processed by: C J Real Estate Accounts Team <input type="checkbox"/>	Tenant <input type="checkbox"/>
Delivery <input type="checkbox"/> Pick Up <input type="checkbox"/>	
Key Released by _____	Released Date ____ / ____ / ____ Archived to Filesmart <input type="checkbox"/>