

Resident Registration

(must be completed and handed back to management and concierge immediately)

The Alexander Apartments, 79-81 Berry Street, Sydney, NSW 2060

The Alexander Apartments is a secure building. All entries and exits to the building and facilities are monitored via Access Control and CCTV Systems. Before and after residents move in / out, we must have correct details of all persons residing in apartments. Your safety and security is of primary importance and requirement. The following information is a requirement:

- **All Residents Names and Contact details** – For the purpose of communication, parcel deliveries notification or emergency, we need; names, email address and best telephone numbers. If you use your first name AND an English nickname – please enter both on the form.
- **Security Fob Audit** – Security fobs allow access to many areas of the building. Fob audits ensure that right person or resident has the permission to of access. This will ensure yours and building security. **If you are leasing a car space to someone, we must have the details of the person in possession of the FOB, to ensure they have access to the car park etc.** If you know the FOB number, write it down on the audit form. Alternatively bring all your FOBs to Concierge or Building Manager, between 7:30 am and 3:30pm, for a quick check and audit. It will be handed straight back. Fobs which are not presented may be deactivated, as a security measure.

IMPORTANT NEW SECURITY CAR PARK ENTRY/EXIT SYSTEM INTRODUCTION

- **Number Plate Recognition** – This additional security measure is introduced. Your vehicle details will be required and registered on the system, so that when approaching the garage door, your vehicle is recognised and permitted entry automatically. Swipe access will be removed and not available. If you lease out your carpark space – the person using it must also complete parts 4 & 5 and see the Concierge for a Fob check.

Return this form to the Concierge (failure to do so, may result in denied access to car park)

Apartment No.

1. If you are the Owner Occupier:

Owners name		
Contact details	Mobile:	Email:
Security Fob check	Date & time	Fob # (or see concierge)

2. If you are Tenant Occupier:

Tenants name		
Contact details	Mobile:	Email:
Security Fob check	Date & time	Fob # (or See concierge)
Lease dates	Start date	End date:
Managing Agent contact details	Name:	
	Phone:	Email:

Concierge info: Ph 02 8591 9286 M: 0424831267 Email: alexandercon@excelbm.com.au

Form 1 – Resident Registration, Jan 2020.

3. Additional Occupiers - family members or flatmates

Person 2	Name		
	Phone	Mobile:	Email:
	Security Fob check (see the Concierge)	Date & time	Fob #
Person 3	Name		
	Phone	Mobile:	Email:
	Security Fob check (see the Concierge)	Date & time	Fob #
Person 4	Name		
	Phone	Mobile:	Email:
	Security Fob check (see the Concierge)	Date & time	Fob #

4. Vehicle information – for those parking in this building, this info is for the Number Plate Recognition

Car space number		<u>Vehicle Type:</u>
Make (eg Mazda)		
Number Plate NPR	CAR REG # 1:	CAR REG #2:

5. If you park – but do not live in this building - Enter your details below and see the Concierge on the ground floor to have your security Fob checked.

Driver's name			
Driver's contact	Mobile:	Email:	
Security Fob check	Parking Space #	Basement #	Fob # (or see concierge)
Who you are leasing the car space from	Name:	Apartment # (if known)	
Lease dates	Start date	End date:	

A Tenant who allows someone else to regularly use their car space must:

- Provide written approval from the Owner or Property Managing Agent (letter, email, text).
- Get the person using it to fill in Section 4 & 5 above form; and see the Concierge with their FOB.