



## TheCapitol UP 4862 – Restricted Key Request Form

Unit/Door Number	Name of person requesting keys	No. of keys required: (\$30.00 ea)
<i>Keys are to be collected from ASI Office located in Belconnen, if courier service is selected (below) then it will be delivered to the Capitol Concierge and you will be notified of the delivery.</i>		
<input type="checkbox"/> I am the unit owner <input type="checkbox"/> I am the Property Manager <input type="checkbox"/> Other:		
Reason for request: <input type="checkbox"/> Lost/Stolen/Damaged <input type="checkbox"/> Additional <input type="checkbox"/> Other:		
Key collection method (only options): <input type="checkbox"/> Collection from ASI Locksmiths Belconnen (Payment on collection) <input type="checkbox"/> Couriered to Capitol Concierge (Additional \$25.00, payment will be allocated to levies)		
<p>I confirm that I am authorised as or by the owner of the unit for the above request to be actioned by Civium Strata. I acknowledge that the cost of \$30.00 per key will be payable on collection, OR if courier service is collected that \$30.00 per key plus \$25.00 will be allocated to the owner's levies, as the only payment option.</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p> <p>Name of person <b>collecting</b> key/s:</p> <p>Phone number of person <b>collecting</b> key/s:</p>		