|  |  |
| --- | --- |
| **By EMAIL to:** | [office@westralianstrata.com.au](mailto:office@westralianstrata.com.au) |
| **Or by POST to:** | **Suite 3, 37a Brandon Street, SOUTH PERTH WA 6152** |

|  |  |
| --- | --- |
| **Strata Plan:** |  |
| **Unit / Apartment number:** |  |
| **Address:** |  |

**Relationship to Strata Company** *(Please select one of the following)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Owner | | ***OR*** |  | Authorised Agent | |
|  | Name: |  | |  | Name: |  |
|  | Phone: |  | |  | Company: |  |
|  |  |  | |  | Phone: |  |

**Replacement Cost**

|  |  |
| --- | --- |
| Remotes - $150.00 | Key - $30.00 |
| Fobs - $40.00 |

**Device Details**

|  |  |  |
| --- | --- | --- |
| **Device type**  *(key, remote, swipe or fob etc.)* | **Location device used**  *(Lobby, Front Gate, Rear Gate, Garage etc.)* | **Qty** |
|  |  |  |
|  |  |  |
|  |  |  |

**Method of Collection:**

|  |  |  |
| --- | --- | --- |
|  | **Post** *(provide postal address):* |  |
|  | *Please note that all devices posted are via Registered Post in a padded bag incurring a charge of $22.00. Westralian Strata Services will not be held liable for any devices lost in the post; the owner will be responsible to pay for another device should it get lost in the post.* | |
|  | **Collect** from Westralian Strata, Suite 2, (upstairs office) 25 Preston Street COMO | |

**Complete once collected:**

|  |  |
| --- | --- |
| Name of person collecting: |  |
| Date of collection: |  |
| Signature upon collection: |  |

**OFFICE USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Device & Serial Number Issued:** |  | | |
| **Registered Post No:** |  | **Invoiced:** |  |
| **Signature of Staff Member:** |  | **Date Posted:** |  |