

RYAN STRATA MANAGEMENT

ABN: 25390364166

PO Box 4185, LAKE HAVEN, NSW 2263

E: elise@ryanstrata.com.au / info@ryanstrata.com.au

www.ryanstrata.com.au



Key Request Form

Dear Owner,

Please find below an application form to be used to request an additional key, swipe, fob or remote for a strata scheme under our management.

Please kindly complete the form and return it to our office by either:

Post: Ryan Strata Management

PO Box 4185

Lake Haven, NSW 2263

Email: elise@ryanstrata.com.au

You will be invoiced for the charges.

For information on the costs involved or for any queries, please contact our office on 0402488864.

Kind Regards,

RYAN STRATA MANAGEMENT

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KEY REQUEST

Name*	
I am the*	<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Tenant (please note that a copy the tenancy agreement and ID must be attached to this request)
Address of property (include unit number)*	
Strata Plan Number	
Best Contact number*	
Email*	
Type of key*	
Delivery	<input type="checkbox"/> I will collect the key from your office <input type="checkbox"/> Please post the key to the address below
Key delivery address	
Other information that might be helpful	