

# Ceres River Apartments

www.ceres.com.au 12 Tanunda Drive, Rivervale WA 6103 Strata 55597

## AIRKEY OR KEY ORDER

Go to [www.ceres.com.au/downloads](http://www.ceres.com.au/downloads) to obtain the latest version of this form.

### TERMS & CONDITIONS FOR OBTAINING AIRKEYS AND KEYS FOR CERESA COMMON AREAS

An 'Airkey' is a fob / remote control for the basement gates and an electronic swipe for Common Area door and lift access.

1. Only Owners or their duly-authorized Property Manager / Agent may apply for replacement or additional Airkeys or keys.
2. Airkeys and keys *cannot be issued* unless all payments due to the Strata Company (levies and other charges) are up to date.
3. Airkeys and keys must be ordered from the Strata Manager ([StrataManager@ceresa.com.au](mailto:StrataManager@ceresa.com.au)) in writing using this form or by email supplying all the information requested in this form.
4. Once the Airkeys and keys have been approved and obtained and prepared, you need to see the Building Manager ([BuildingManager@ceresa.com.au](mailto:BuildingManager@ceresa.com.au), or 0488 220 999) to arrange to physically receive the keys.
5. Keys for Common Areas: cost is \$20 each (covers cost of producing key, delivery, and administration).
  - a. Tower front door key
  - b. Emergency stairwell door to individual floor lobby (***you need this key required whenever lift is not operational***)
  - c. Gym key (they gym is locked each night; a key is needed to unlock if you are first in the morning)  
*Note: keys to your apartment front door and basement store room are not part of the Ceres key system. These should be obtained directly from your chosen locksmith.*
6. Airkeys: cost is \$100 each (covers the cost of the device, delivery, programming, and administration).
7. Lost or damaged Airkeys or keys must be reported promptly.

### APPLICATION:

Name \_\_\_\_\_ Apartment Number \_\_\_\_\_

Are you the Owner?  or Property Manager / Agent?

Address for invoice (if different from apartment address) \_\_\_\_\_

Telephone (home / mobile) \_\_\_\_\_

Email \_\_\_\_\_

**Airkey** How many do you require? \_\_\_\_\_ @ \$100 each

Are these Additional  or Replacement  (lost, damaged) Airkeys?

Please return damaged Airkeys or old ones no longer required to the Building Manager.

**Keys** Which and how many do you require?: Tower front door  Stairwell  Gym  @ \$20 each

I have read, understand and agree to abide by the terms and conditions.

Signed \_\_\_\_\_ Application date \_\_\_\_\_