

**STRATA PLAN No.38936**  
**WARATAH APARTMENTS**



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**Waratah Resident Key/Apartment Authorisation form**

Tenant     Owner     Other \_\_\_\_\_

I,  \_\_\_\_\_, as an individual with authoritative powers relating to the matters of apartment  \_\_\_\_\_, give permission to the Concierge/Building Management staff of Waratah Apartments to allow the listed parties to enter the apartment stated.

permanently     from the  \_\_\_ / \_\_\_ / \_\_\_ to  \_\_\_ / \_\_\_ / \_\_\_

**Individuals with Permission**

Name of Individual	Contact (E-mail/Number)	Purpose / Instructions

**I understand the terms and conditions as stated over.**

Signature of Authoritative Individual  \_\_\_\_\_ Date  \_\_\_ / \_\_\_ / \_\_\_

Please complete all bullet point (•) marked fields of this document and hand in to the concierge. You must tick the box relating to agreement of terms and conditions for this to be a valid document.

## Terms and Conditions of use

1. Any key stored in accordance with this policy or otherwise with the Concierge/Building Management Staff (C/BMS) is stored for the convenience of the owner, occupier or agent who requests storage. While the C/BMS will use best endeavours to ensure the security of the keys as this is a voluntary facility provided for the convenience of residents, the person requesting use of this storage facility accepts full responsibility.
2. A completed and signed Waratah Key Authorisation form must be handed to the C/BMS when the request for storage is made.
3. Any person or authorised user collecting a key may be asked for identification. If not identification is provided, the C/BMS may refuse to provide keys to that person.
4. The resident, owner of agent must advise the authorised user that photo identification may be required. When the authorised user is a company or business, then proof of employment with that company is also required.
5. The Owners Corporation and the C/BMS providers accept no responsibility or liability, resulting from the leaving of Unit keys or allowing individuals listed from entering the apartment or any claims or demands as a result of such actions.
6. In the event any key is lost or misplaced, the owner, occupier or agent (as appropriate) must bear the cost, if any, of replacing the key and/or changing the locks or other security device.
7. Any insurance implications rest solely with the lot owner, occupier or agent.
8. The owner, occupant or agent indemnifies and will keep indemnified the Owners Corporation, the C/BMS and providers from all actions, suits, claims, demands, costs and other liabilities of any nature, arising out of or in connection with leaving/using the Unit keys pursuant to this policy.
9. This acknowledgement may be pleaded as a full and complete defence by the Owners Corporation, the C/BMS providers in any action, suits, or proceedings commenced by the lot owner/tenant or a third party, in connection with any of the matters referred to in this policy.