

## **BUILDING ENTRANCE / FOYER KEY, CAR PARK REMOTE CONTROL AND LEISURE CENTRE CARD REQUEST FORM**

### **APPLICATION PROCESS**

Residents requiring an additional or replacement foyer key, car park remote control, or leisure centre card (gym & pool) must complete this form, attach agent/owner approval (if required) and email the form to management at [kimberleyestate@sydneybmp.com.au](mailto:kimberleyestate@sydneybmp.com.au).

#### **Applicable fees:**

**Building entrance / foyer key - \$20.00**

**Car park remote control - \$75.00**

**Leisure centre access card - \$50.00**

Building Management will confirm receipt of the application, your identity and then arrange your additional key and/or access device once payment has been made via BuildingLink. See below steps on how to make a payment:

Step 1: While signed in to the BuildingLink resident portal, go to Payments (2 ways as per screenshot).



Step 2: Click the Submit a new payment button.

## Resident Payments

About This Page

**Submit a new payment**

Payments History - Demo

Date Range: 1/1/2025 - 4/23/2025

Search clear

| Transaction ID                                 | Description | Date | Submitted By | Method | Total Amount | Billing Information | Status | View |
|------------------------------------------------|-------------|------|--------------|--------|--------------|---------------------|--------|------|
| There are no payments on record for your unit. |             |      |              |        |              |                     |        |      |

Step 3: Complete the following Payment Details information.

Submit a New Payment

**Resident Payment Info**

Resident Unit #(required): Demo

Resident Name(required):

Send Email Receipt to:

**Payment Details**

Instructions for Swipe FOB payments: Order of device can be made by submitting a maintenance request Tenants must have approval of the agent to order FOB Deposits are refundable

Select a Payment Method: Credit Card

Payment Category(required): Swipe FOB

Description:

Payment Amount: Calculate Total

Credit Card Convenience Fee (Non-Refundable): (What is this?) \$2.19

Sales Tax:

**Total Amount Due: \$112.19**

**Credit Card Info**

Name on Credit Card(required):

Credit Card(required): Card number Autofill link

☐ Save Card securely for future use ☐ Set as Default Card

**Billing Information for this Account**

Name(required):

Street(required):

Step 4: Click the Submit payment button at the bottom of the page to complete the request. This will send a confirmation email to the Building Manager that you have already paid the fee.

**Billing Information for this Account**

|                                                                                     |                      |
|-------------------------------------------------------------------------------------|----------------------|
| Name(required):                                                                     | <input type="text"/> |
| Street(required):                                                                   | <input type="text"/> |
| Suburb(required):                                                                   | <input type="text"/> |
| State(required):                                                                    | --State-- ▾          |
| Country(required):                                                                  | United States ▾      |
| post Code:                                                                          | <input type="text"/> |
| Phone:                                                                              | <input type="text"/> |
| <input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/> |                      |

Building Management will then process your application and will provide you with your access device. Please note access devices cannot be released until payment has been confirmed.

Additional access devices can generally be provided within 48 hours should a complete application form be received.

### TERMS & CONDITIONS

1. Owners / occupiers requiring additional access devices / remotes must complete this form in full, provide all accompanying information and pay the fee prior to an access device being issued.
2. Access devices will only be issued to registered owners / agents or other parties with owner / agent consent and only when requested on a compliant application form.
3. Tenants must provide owner / agent consent in writing to obtain their access device and must be registered with management.
4. Only one (1) Leisure Centre access card is permitted per lot/unit. No additional Leisure Centre access cards will be issued unless approved by Building Management or the Owners Corporation in exceptional circumstances.
5. Access devices have a 12-month warranty unless there is evidence of misuse.
6. In the interest of the security and safety of all owners and occupiers the Owners Corporation may:
  - a. Restrict access to areas within Kimberley Estate.

- b. Limit the number of working access devices in your possession in accordance with building rules and by-laws.
  - c. Cancel access if you fail to follow the reasonable direction of management in accordance with the buildings by-laws.
  - d. Carry out an audit of all access devices and cancel your access should you not follow the reasonable direction of management to comply with the audit.
7. Should you fail to comply with the Kimberley Estate by-laws particularly regarding the use of visitors parking, access to areas of the building may be restricted.
8. You agree to:
- a. Not duplicate or copy the access device.
  - b. Only use the access device for its intended purpose.
  - c. Immediately advise management if your access device has been lost or stolen so that it can be cancelled.
  - d. Collect any access devices provided to tenants on ending of their lease so that they are at all times in the owners or agents' possession.

**BUILDING ENTRANCE / FOYER KEY, CAR PARK REMOTE CONTROL, & LEISURE CENTRE  
CARD APPLICATION FORM**

| Your Details                                                                                                                                                            |               |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| DATE:                                                                                                                                                                   | APARTMENT NO: | BUILDING ADDRESS: |
| NAME:                                                                                                                                                                   | CONTACT NO:   | EMAIL:            |
| Keys / Access Devices Requested                                                                                                                                         |               |                   |
| No. of building entrance / foyer key requested:                                                                                                                         |               |                   |
| No. of car park remote control requested:                                                                                                                               |               |                   |
| No. of leisure centre card requested:                                                                                                                                   |               |                   |
| Questions / Authorisation                                                                                                                                               |               |                   |
| Is this a new or replacement key/remote control/leisure centre card?                                                                                                    |               |                   |
| If a replacement key/remote control/leisure centre card, what happened to your previous?                                                                                |               |                   |
| <small>(Please note: If your card has been lost you must bring to the office all cards issued so that the lost card can be identified and cancelled)</small>            |               |                   |
| If a new, please state the reason for requiring an additional key/remote control/leisure centre card.                                                                   |               |                   |
| <small>(Please note: There are restrictions on the number of access devices available to residents in accordance with the by-laws)</small>                              |               |                   |
| Are you the owner of the property or tenant?                                                                                                                            |               |                   |
| If tenant, please provide your owner / agents details:                                                                                                                  |               |                   |
| <small>(Please note: Tenants requesting an additional access card must provide an email from their managing agent authorising the additional card)</small>              |               |                   |
| If tenant, have you attached an email from your agent authorising the key/remote control/leisure centre card?                                                           |               |                   |
| Agreement                                                                                                                                                               |               |                   |
| I, (Name) _____, confirm that I am a current owner / occupier or agent of a property at Kimberley Estate and agree to the conditions outlined in this application form. |               |                   |

**Please complete this application form in full, provide agent / owner approval (if required) and send the completed application along with proof of payment to Management at [kimberleyestate@sydneybmp.com.au](mailto:kimberleyestate@sydneybmp.com.au) .**