

## **TOP TIPS FOR MAINTENANCE**

## LOST OR STOLEN KEYS & REMOTES

During office hours – you can collect our office set of keys so that you can obtain a key cut from the local locksmith. These keys are not to be kept and must be returned to our office within a specified time period. Terms and conditions do apply.

Identification will be required before keys can be given out.

If you have locked yourself out of your apartment or lost your keys After Hours – you will need to contact a Locksmith at your own cost, who will gain access to your unit. You cannot change the locks or keys without your Asset Managers consent.

Please refer to the Emergency Tab for Locksmith details

If you have lost a remote/fob for your building, this will need to be ordered through the Strata Company and could take up to a week to be delivered. Please contact your Asset Manager who will prepare your invoice for payment of the replacement fob/remote and place the order with Strata.

