A close up of a logo

Description automatically generated

Email: [action@bocmps.com.au](mailto:action@bocmps.com.au)

Web: [www.betteroc.com.au](http://www.betteroc.com.au)

**GATE ACCESS REQUEST FORM -** The information requested below is for the purpose of administering and controlling gate access at your Owners Corporation. The owner of the unit is asked to complete the form to authorise the requested access and to return the form to BetterOC as soon as possible. The information provided will be registered with the third-party contractor who is responsible for programming gate access. The gate function uses mobile numbers to enable remote access. A maximum of three mobile numbers can be registered for each unit.

The gate access system works as follows –

* A visitor presses the # key at the gate and the system announces ‘please enter the unit number followed by #’.
* The system announces ‘ your call with be answered shortly’.
* The system will dial the first phone number of the unit which is programmed into the system. If there is no answer, the system will automatically dial the next numbers in sequence.
* If the call is answered by any of the phone numbers, then the owner of the unit can talk with the visitor and press the # key on the phone to open the pedestrian gate or press the \* key on the phone to open the driveway gate. The system will announce ‘the gate is open please come in’.
* If the call in unanswered the system will announce ‘your call has not been answered, please try later’.

**Property Information:**

|  |  |
| --- | --- |
| Owners Corporation Name: | Pelican Waters |
| Owners Corporation Plan Number: | SP030306D |
| Address: | 74-76 Gladesville Boulevard Patterson Lakes VIC 3197 |
| Unit Number: |  |

**Details of owner(s) specified on the property title for the unit number**

|  |  |  |  |
| --- | --- | --- | --- |
| Owner First Name: |  | Owner Surname: |  |
| Phone: |  |  |  |
| Owner First Name: |  | Owner Surname: |  |
| Phone: |  |  |  |
| Company Name or Trust (if applicable): | |  | |
| Company/Trust Phone: | |  | |

**Managing Agent details if unit tenanted**

|  |  |
| --- | --- |
| Agent Business Name: |  |
| Agent Contact Name: |  |
| Managing Agent address: |  |
| Phone: |  |

**1. Mobile number to be added to gate register**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Surname: |  |
| Mobile: |  | | |
| Status - Owner: 🞏 Family member: 🞏 Partner: 🞏 Tenant: 🞏  Other: 🞏 please specify………………………………… | | | |

**2. Mobile number to be added to gate register**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Surname: |  |
| Phone: |  | | |
| Status - Owner: 🞏 Family member: 🞏 Partner: 🞏 Tenant: 🞏  Other: 🞏 please specify………………………………… | | | |

**3. Mobile number to be added to gate register**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Surname: |  |
| Phone: |  | | |
| Status - Owner: 🞏 Family member: 🞏 Partner: 🞏 Tenant: 🞏  Other: 🞏 please specify………………………………… | | | |

# Owner Acknowledgement and Acceptance

I/we acknowledge and accept that I/we am/are authorising gate access to the persons indicated within this form.

I/we acknowledge and accept that the details collected will be held in the files of the owners corporation and will also be provided to the third-party contractor responsible for programming gate access.

I/we will notify BetterOC in writing within 5 business days of any changes to authorised persons and/or contact details specified within this form, including any change to residential status within the specified unit.

………………………………………………….…… ………………………………………………………. ………………………….

Owner Name Signature Date

………………………………………………….…… ………………………………………………………. ………………………….

Owner Name Signature Date