

Document No:	KHI-OA-F-003
Revision No:	2.0
Issue Date:	Feb 2017

Please complete the form to apply for your access card and refer to the terms and conditions for details. Your completed form may be submitted to concierge or the Community Management Office. ("OA Site Name")

Occupant Details				
Occupant Name		Mobile #.		
Email Address		Tower/Building #.	Unit No	
Type of Access Required : Community Access Card <input type="checkbox"/> Parking Sticker / Card <input type="checkbox"/> Others <input type="checkbox"/>				
Purpose of Request : Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Additional Access Card <input type="checkbox"/> Others <input type="checkbox"/>				
No of Access Cards Requested :				
Parking Bay Number	Vehicle Registration Number	Vehicle Model	Vehicle Color	
Proof of Documents Required <ul style="list-style-type: none"> • Copy of valid Emirates ID Card or passport copy with Visa Page. • Copy of Title Deed or Signed page of the Sales and Purchase Agreement (for Homeowners). • Copy of Tenancy Contract (for Tenants). • Proof of accommodation provided by employer. Terms and Conditions <ul style="list-style-type: none"> • Community access and parking access may not be granted if there are any outstanding service fees against the unit. • For all replacement cards in the case of lost /damaged card, the previously issued card(s) will be discarded. • An authorization letter is required in case access cards are being collected by a third party. • New access cards are issued by the appointed handover team at the time of unit handover. If you are a second owner or tenant, please arrange to collect these from the original owner. • Please note that all lost access cards must be reported to the security office or community management office immediately. • Replacement of access card will cost AED 100/- and the Car Sticker will cost AED 50/- (Non-refundable) • Parking Sticker will be issued as per the allotted bay only. (No extra parking sticker will be issued) • Parking access cards are for personal vehicle only and any unauthorized entry will lead to immediate deactivation of the card. • Parking Bays are not entitled to be swapped with any other parking bay within the community. <p>I hereby confirm that I have understood the terms and conditions mentioned herein and I agree to abide by the Community Rules. I will ensure to park my mentioned vehicles in the allocated bay provided. I will ensure to abide by the Community Rules speed limit.</p> <p>.....</p>				

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Owner/ Tenant Signature		Date	
Office Use Only			
Request Approved By:		Service Charges Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name:		Access Card No:	
Signature:		Parking Card No:	
Date:		Misc. Note:	

Note: Please do not punch holes in the card as this may result in damage to the chip inside the card which will void its usage

