



## UP2413 – Landmark Apartments

### Security Device Audit – May 2022

Dear Owner/Manager/Resident of Landmark Apartments.

Canberra Strata are conducting an audit on the building’s security access devices during May 2022.

We ask that everyone who holds a security device in Landmark take the time to confirm the devices that you hold are correctly recorded.

**Any devices not verified at the end of the audit period will be deactivated.**

This audit form is being emailed to all owners and property managers, letterbox dropped to residents and hung on the notice board and lifts. Additional copies are available from the onsite building manager if required.

We are providing several methods for this audit to be completed:

1) A matrix is located on the back of this document where device numbers and who holds them can be recorded.

a) The form can be printed and filled in manually and emailed completed to [audit@canberrastrata.com.au](mailto:audit@canberrastrata.com.au). OR

b) The completed form can be handed to the building manager Natalie.

2) Simply point your phone at the QR code at the bottom of this form to load a mobile version of this form. This form can be completed on your mobile device, this URL will open a browser-based version of the form. <https://forms.gle/ggutvkvx3jmfBW5oW7>

Although multiple devices can be added in one online session, it is also acceptable to record one device and go back and record another at a later time.

Thank you for your cooperation with this important audit.

Canberra Strata

(02) 6295 6888

QR Code	Remote Number	Card Number	Fob Number
			



## Security Device Audit for Landmark Apartments

### Monday the 2nd of May until Friday the 27<sup>th</sup> of May 2022

Unit Number \_\_\_/\_\_\_  Blackall Street  
 Bowen Drive

First and Last name of security device holder: \_\_\_\_\_

Please fill in the below matrix with the individual device numbers of each device.

If the device number is not legible then please make an appointment with the onsite building manager who can identify the number through the security swipe system.

	Device Number	Held By (please circle)		
<b>Device 1</b>		Owner	Manager	Tenant
<b>Device 2</b>		Owner	Manager	Tenant
<b>Device 3</b>		Owner	Manager	Tenant
<b>Device 4</b>		Owner	Manager	Tenant
<b>Device 5</b>		Owner	Manager	Tenant
<b>Device 6</b>		Owner	Manager	Tenant
<b>Device 7</b>		Owner	Manager	Tenant
<b>Device 8</b>		Owner	Manager	Tenant
<b>Device 9</b>		Owner	Manager	Tenant
<b>Device 10</b>		Owner	Manager	Tenant

## IT IS IMPORTANT THAT THIS AUDIT IS TAKEN SERIOUSLY

Following the audit completion, we will start to deactivate unclaimed security devices. If you need to have an undeclared device reactivated after business hours then the afterhours callout rate of \$110.00 per hour will apply.

QR Code	Remote Number	Card Number	Fob Number
			