

Building Pass Request

All incoming and outgoing Aurora on Pirie occupants must complete and retain for their records.

Forward completed form to the Building Manager or Concierge.

For new or replacement passes please complete required fields. To notify of change in pass holder or cancel an existing pass please provide the pass number

Access Card Number <small>Leave blank if new pass required</small>	Name of pass holder	Date pass required	Date pass returned or transferred	Pass holder phone number

BUILDING ACCESS PASSES FOR PERSONS WHO HAVE NOT COMPLETED THE BUILDING INDUCTION EXCLUDES LEVEL 13 SKY DECK & FITNESS CENTRE ACCESS.

Building Access pass fee is \$50 per job. Debit Card, Visa, Mastercard, Cash or cheque payments accepted. Please make cheques payable to Community Corporation 25624 Incorporated.

Business Name: _____ ABN: _____

Lot / Suite Number: _____

Authorised representative

Name: _____

Signature: _____

Date: _____

As the nominated representative of the above Lot or Suite all card holders have been advised of their responsibility and liability regarding any breach of Community Corporation 25624 Inc By-Laws and have completed the Aurora on Pirie Workplace Induction. Card fee \$50.00

Building Manager: _____

Signature: _____ Date : _____

Aurora on Pirie occupants are advised by the Building Manager of updates, issues etc. via email. As an incoming occupant it is beneficial, but not mandatory to be included in this communication. **To be included in the email distribution list, please email the Building Manager with your approval. To be removed from the email distribution list please email the Building Manager.** Should you choose not to be included in future communications, any update, amendment, notification, advice etc. not known by you is not justifiable cause for noncompliance. Any error or omission in receipting of electronic communication caused by third party telecommunication companies is not Corporation responsibility and not justifiable cause for noncompliance.

If you have any further queries, please do not hesitate to contact the Building Manager:

M: 0412 864 821. or E: buildingmanager@aurorapirie.com.au

Distribution to third party permitted.