

# Application for installation of Letter Box Lock

## Installation Guidelines:

- All works are to be carried out by a qualified and reputable contractor
- The lock installed must maintain the same appearance of existing letter boxes
- The owner agrees that no new holes are to be drilled into the letter box
- Common areas are to be kept clear of rubbish or tools at all times
- The apartment owner shall agree to pay any damage to common property or the property of another owner or occupier

## Procedures:

- You must use a qualified and reputable contractor
- You must carry out the works in a proper manner and to the reasonable satisfaction of the owners corporation
- You must immediately repair any damage caused to common property or the property of another owner or occupier
- You must ensure that contractors and any persons involved, comply with reasonable requirements about the times and means by which they must access the property

Date: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Lot No. / Address of Property: \_\_\_\_\_  
\_\_\_\_\_

Strata Plan no: \_\_\_\_\_

## Contact Details

Daytime Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

eMail Address: \_\_\_\_\_

Have you read the Letter Box Installation Guidelines and do you agree to carry out all works in accordance with these guidelines?

YES / NO (please circle)

Do you accept that the lock installed must be a lock specified (from time to time) by the owners corporation and which maintains the appearance of the letter box?

YES / NO (please circle)

Do you accept that it is the responsibility of the owner to repair and maintain the lock you install?

YES / NO (please circle)

Signature: \_\_\_\_\_

PLEASE RETURN THIS FORM TO YOUR STRATA MANAGER WHEN COMPLETED