

# Request Form for Additional Access Card

<b>Section 1. Applicant Information</b>		FORM UOAF20-002		
Name:	<input type="checkbox"/> <b>Owner</b>	<input type="checkbox"/> <b>Tenant</b>		
Contact Details:	Mobile No.	Email Address:		
Unit No.		Date:		
Parking No.				
Type of Access Required:	<input type="checkbox"/> <b>Lobby/ Access Doors</b>	<input type="checkbox"/> <b>Parking</b>		
No. Requested:				
<b>Below to be filled only for request of vehicle/parking access:</b>				
Parking Bay No.	Vehicle Registration No.	Emirates of Registration	Vehicle Make and Model	Vehicle Color
<b>Section 2. Requirements</b>				
The applicant must submit the following requirements:	<input type="checkbox"/> Tenancy Contract <input type="checkbox"/> Vehicle Registration Copy <input type="checkbox"/> Service Charge Clearance <input type="checkbox"/> Title Deed <input type="checkbox"/> Emirates ID Copy <input type="checkbox"/> Authorization Letter			
<b>Section 3. Regulations</b>				
<ul style="list-style-type: none"> <li>A charge of AED 250/- plus tax per Access Card needs to be paid in favor of UCM for issuing the access card.</li> <li>Present the payment receipt at management office to collect your access card.</li> <li>Damaged card must be surrendered to building management upon request of replacement which is charged of the same amount.</li> <li>Lost card must be reported immediately to security officer for deactivation for the safety and security of the community.</li> <li>The building management is not responsible for any mis-use, loss and/or negligence of the registered access card holder.</li> <li>Initial access card/s upon unit handover do not correspond on the number of bedrooms the unit have. If you are subsequent owner or tenant, please arrange to collect these from the original owner.</li> <li>An authorization letter is required in case the access card is being picked up by a third party.</li> <li>Misuse of access card/s may lead to deactivation.</li> <li>Issued access card/s are for personal use only.</li> <li>Do not lend your access card/s to outsiders.</li> <li>Access may not be granted if there is any outstanding service charge against the unit.</li> <li>As per the policy, the maximum number of parking/access cards that can be issued against your property will be based on the number of parking bays allocated to you unless an additional parking bay has been bought. Lobby access cards will be issued based on the number of residents in the unit and as per the discretion of the Community Manager.</li> </ul>				
<b>Acknowledgement</b>				
<p>I confirm that I have understood the regulations mentioned on this form and I agree to abide by the Community Rules as well as the Access Guidelines for the community. I will ensure that all vehicles mentioned under my unit will only be parked in the parking space provided and abide by the speed limits within the community.</p>				
_____			_____	
Owner's/Tenant's Signature			Date	
<b>For Official Use only:</b>				



# Request Form for Additional Access Card

Has the Service Charge Fee been paid?  YES  NO

Type of Access Card Issued:  Lobby/ Access Doors  Parking Gate Barrier

Issued Access Card No/s: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

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

Receiver's Name: \_\_\_\_\_

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