



# Felix CTS 32575 Body Corporate

## NOTICE

24 September 2018

### **NEW ACCESS CONTROL SYSTEM ROLL-OUT AT FELIX –**

A new access control system (swipe cards) is being installed at Felix to replace the old failing system and to improve the security of the building for occupants.

As part of this, new access fobs (swipes) will need to be issued to all building occupants. Old fobs/cards will no longer work *after the cut-over is complete*.

Issuing new fobs will commence from **25 September 2018** at Felix reception.

If you currently have an RF remote control for access to the carparks at Felix, you will need to bring this along when you collect your new access fob.

Please fill out the **Fob Collection Form** that has been sent to all building occupants and bring it with you when you come to collect your new fob, you will also need to bring the following documents –

- **Government issued Photo Identification** (e.g. Drivers Licence, Passport or 18+ Card)

If your photo ID does not show your Felix address you will also need to bring one of the following documents –

- **Rate Notice** or **Utility Notice** in your name showing your lot address.  
(ie BCC Rates Notice or Urban Utilities Water bill)
- If you are a tenant you will also need a copy of your **Tenancy Agreement**.

If you do not have these items with you when you come to collect your new fob, we will not be able to issue it to you at that time.

Fobs will only be issued to a person not just to a lot from this point on.

Two fobs have been allocated free of charge by the Body Corporate to each lot. Any additional fobs required will need to be requested and paid for via an order form available at reception and on the Felix Building website.

Regards,

*Felix Body Corporate CTS 32575*