Application for Access Cards & Transponders

Please complete this form to apply for your access card or transponder. Refer to the factsheet overleaf for details. The completed form may be submitted to the concierge, Security Office or Emaar Community Management Office.

Note: The receiving office may differ from community to community. Please speak to your concierge or Security Office to find out where you should submit your form.

APARTMENTS

Contact details

Occupant name: [ ] **Owner**   [ ] **Tenant**

Community: _____   **Building:** _____   **Unit no:** _____

Email: _____   **Telephone:** _____

Type of access required: [ ] **Lobby (Access card)**   [ ] **Parking (Access card or transponder)**
(whichever is applicable)

No. requested: _____   _____

Reason for request: [ ] Additional access*   Replacement due to: [ ] **Lost**   [ ] **Damaged**

*Additional access cards/transponders will be granted as per the policy detailed in the factsheet overleaf

To be filled only for request of vehicle access transponders/parking access

Parking bay number	Vehicle registration number	Emirate of registration	Vehicle make and model	Vehicle colour

Documents required

- Copy of a valid Emirates ID card or passport with a visa page
- Copy of Title Deed (for homeowners)
- Copy of Tenancy Contract (for tenants)
- Original payment receipt

[ ] I confirm that I have understood the terms and conditions mentioned on the factsheet and I agree to abide by the Master Community Rules as well as the Access Guidelines for the community. I can also confirm there are no outstanding Community Service Fee (CSF) against my unit.

[ ] 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.

....
Owner's/Tenant's signature

....
Date

Payment and submission

AED **Payment**

FORM **Submission**

Payments can be made at:
- The concierge
- Emaar Community Management Offices
- Credit Control, Building 2, Emaar Square, Downtown Dubai. Working hours are between 8am and 4.30pm.

(Location maps to ECM offices can be found on **ecm.ae**)

Completed application form along with the required documents may be submitted to the concierge, Security Office or Emaar Community Management Office.

Please note that the accepting office may differ from community to community. So please speak to your concierge or Security Office to find out where you should submit your form.

EMAAR | COMMUNITY MANAGEMENT

Terms and Conditions

1. Parking/lobby access may not be granted if there is any outstanding CSF against the unit.
2. Please note that any lost access cards/transponders must be reported to the Security Office immediately. For the safety and security of the community, cards/transponders that are lost will be deactivated when reported to the office.
3. The charge for additional/replacement access cards/transponders may range from AED 100 AED 300, depending on your community. In case of replacement, the previously issued access cards/transponders will be deactivated.
4. An authorisation letter is required in case the access cards/transponders are being picked up by a third party.
5. New access cards/transponders are issued by Emaar Property Handover Department at the time of the key handover. If you are a subsequent owner or tenant, please arrange to collect these from the original owner.

Parking transponders/access cards are for personal use only
Do not lend your transponders/access cards to outsiders
Misuse of transponders/access cards may lead to deactivation

As per the policy, the maximum number of parking transponders/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.

For office use only

Has the Community Service Fee been paid?   ☐ Yes   ☐ No

Reviewed by: _____   Date: _____

Remarks: _____

Accepting office

	Name:	Signature:		
Security Office:			Date:	
Service provider:				
Concierge:			Date:	

Type of access card(s) issued

☐ Access card   ☐ Transponder   Receipt number: _____   Total amount: _____

Access card/Transponder details

Receipt of Access Card/Transponder (for resident)

Receiver's name: _____   Total number of access cards: _____   Total number of transponders: _____

Signature: _____