



Tenant - Access Fob Application Form

Core use access fobs will allow entry to the clubhouse facilities from 10am, Early access fobs will allow entry from 7:30am
All Tenant applications and replacement fobs issue cost £5.00

Please complete sections A and B, then return your form to a member of the Reception team

Once your application has been processed and your fobs are ready for collection you will be contacted by the Office staff

Section A – Landlord Contact information for Tenant Applicant-Landlord to be contacted before Fob is issued

Name:			
Address:		Post code:	
Landline number:		Mobile number:	
Email address:			

Section B - Personal details for all access fob applicants at the same residence

Please complete this section for each adult resident. All those requesting early morning access (entry from 7.30am rather than the standard 10am access), must also sign the declaration below

Adult Applicants (18 and over)

Name:	Mobile number:	Fob number (Office use only)

Junior Applicants (12 to 17 years of age)

Name:	Date of Birth:	Fob number (Office use only)

If a fob is lost, please report this to the Office ASAP so that I can be deactivated

DPML – Conditions for Early Morning Access to Premises

Residents requesting early morning access to the premises must take note of and agree to the following Conditions:

- All people accessing the building and using the facilities acknowledge that they do so entirely at their own risk.
 - Residents must ensure that the main access door to the building is securely closed and magnetically locked as they enter/leave the building.
 - In the case of swimmers, it is quite likely that the swimmer will be the only person in the swimming pool at the time. Swimmers must therefore be particularly attentive to their own safety and well-being and ensure that they do not engage in anything that might increase the level of risk. In particular, swimmers must not dive into the pool and must take care when walking on wet surfaces. If you feel at all unwell, you must leave the water immediately.
 - Adult guests may accompany the Resident for the purpose of swimming, playing squash, keep fit and other User Group activities and must be signed in by and accompanied by the Resident in accordance with the normal DPML procedures. The adult Resident must ensure the guest adheres to these Conditions. Guests of User Group activities agree to the User Group terms & conditions
- **Early morning access is from 7.30am Monday to Friday and from 8am weekends.**

I have read the above Conditions and agree to them (all applicants must sign)

Name(s) & Address (Block Capitals)

Signed by Date

Section C - For DPML staff use only

Photographs must be taken and saved to the Net2 Access Photos folder before the application will be processed further

Tenant Applicants name	Photo taken on (date completed)	Photo taken by (staff initials)	Photo Saved to computer (date completed)	Photo Saved to computer by (staff initials)	Photo renamed (date completed)	Photo renamed by (Staff initials)

Section D - For Head of Office Services or other authorised member of staff

Check photographs are saved to Net2 Access Photos folder

Landlord contacted and tenant info verified

Net2 system checked for other users from same address (as flagged up by resident database – If verification is obtained that the residents have left the park only then can the access fobs and user profiles be deleted)

Fill in an invoice template to request payment for all fobs at this address. Ensure VAT breakdown is included

Save the invoice as a PDF in the residents address folder. Print 1 Copy for the Accounting team (Place in the black tray)

Email the PDF invoice to the resident for payment, please advise them that payment needs to be received before any fobs will be created.

All application checks have been completed. New user profiles can now be created

Signed by Office Staff or Trustee: _____

Date: _____

Staff initials	Date completed

Section E - For Office Staff use only

Payment for fobs received

Open Net2 Access system and add a new user ensuring that name, address and contact information is put into the correct fields

D.O.B information must be recorded for all junior applications

Upload the corresponding picture (ensure that this is cropped to show the face clearly)

"Add User" to the system

Add a new token to the user profile (record fob number on the front of form) and Apply

Cut the digital Photos from the Net2 access folder and paste them into the corresponding property address folder and subfolder named "Images"

Check the fob is working and showing the correct user by swiping on the inner door

Place the fob into an envelope with the applicants contact details written on

Fill in Access Fob collection form and staple the envelopes containing fobs to the back

Add invoice on Sage for the Fob, and show the payment has been made

Contact the applicant, send them their invoice to be paid by BACS and inform them that their fobs will be ready for collection once we can confirm their payment has been received

Once payment has been received Office staff to Place the collection form and fobs into the reception handover folder

Delete all corresponding photos from the camera in line with Data Protection

Date	Staff initials	Date completed
