



RFID CARD & ELEVATOR ACCESS CARD REQUEST FORM

Date of Application : _____ Control No: _____
 Name of Unit Owner : _____ Resident Type | Access Card Type
 Unit No : _____ Owner | RFID
 Section : _____ Tenant | Elevator Access Card

Names of Applicant/s:

- Studio _____
- 1 Bedroom _____
- 2 Bedroom _____
- 3 Bedroom _____

TYPE OF REQUEST:	
<input type="checkbox"/> New	<input type="checkbox"/> Replacement
<input type="checkbox"/> Re-activation	Reason: _____
No. of Card/s Requested	: _____
No. of Card/s Issued & Deactivated	: _____
Mode of Payment / AR No.	: _____

PAYMENT OPTION:	
<input type="checkbox"/> Charge to Account	Amount: _____
_____ Signature over Printed Name Owner/Tenant	

RFID Card Allocation: The following will be the RFID Card allotment per Unit type:

TYPE OF UNIT	FREE RFID ALLOTMENT	MAXIMUM NUMBER OF ACTIVE CARDS	COST PER CARD ABOVE THE UNIT'S FREE ALLOTMENT
STUDIO	2 RFID cards	3 RFID Cards + 5 EAC	Php 1000.00 – RFID Card
1 Bedroom	3 RFID cards	4 RFID Cards + 5 EAC	Php 200.00 – Elevator Access Card (EAC)
2 Bedroom	5 RFID cards	6 RFID Cards + 5 EAC	Php 500.00 – Lost Card Replacement
3 Bedroom	7 RFID cards	8 RFID Cards + 5 EAC	Php 300.00 – Reactivation of Deactivated Card

The availment and use of the RFID Card and Elevator Access Card shall be in accordance to the guidelines as stated in the Two Serendra House Rules and Regulations. Please be reminded that TENANTS are required to submit the authorization letter coming from the Unit Owner.

Penalties shall be imposed on the unit for each misuse and unauthorized transfer of RFID Cards. The cloning/copying/reproduction of Serendra RFID used by an outsider or non-resident is expressly prohibited. All such RFIDs shall be confiscated, and the user thereof shall be charged a penalty of **Php 50,000.00** for each violation and in case of subsequent violation by a tenant/occupant, he/she shall no longer be allowed entry in the Two Serendra premises. Additionally, any cloned, duplicated, or reproduction of an Elevator Access Card shall be subject to a penalty of **Php 10,000.00** per violation.

The information contained in this form is confidential and shall be used exclusively for the above – stated purposes. Under no circumstances shall Two Serendra/SCC be liable for any illegal or unauthorized use of the information contained herein. I/we likewise authorize Two Serendra Administration to share the above information for legitimate administration purposes, including but not limited to accounting, finance, concierge and housekeeping.

Requested by:	Verified by:	Approved by:	Acknowledged by:	Received by:
_____	_____	_____	_____	_____
Signature Over Printed Name of Unit Owner	Admin Assistant	Property Manager	IT Specialist	Signature Over Printed Name - Owner/Tenant