



Deposit Plan 270003
Todman Ave, Kensington NSW 2033
P: 02 7208 8582
E: estatemanager@raleighpark.com.au

HOW TO ORDER TENNIS COURT KEYS & MAKE A BOOKING

To obtain a tennis court key, we first need to confirm resident details and check whether there is already a key registered for that residence. If the applicant is a tenant, we will need the authority of the property owner or manager before we can proceed with the application process.

Once we have these details, the Strata Manager (Clisdells Strata Management) will send an invoice for \$350, \$300 of which is to serve as a bond, refundable on the key's return. This money will be held at Clisdells Strata Management in the Trust account.

Please email the following details to Estate Management:

- First & Last name;
- Residence in Raleigh Park;
- Tennis court key number (if applicable);
- Telephone no, and
- Email address
- If tenant, authority from the property owner or manager (if applicable)

Once the above has been completed and the Estate Manager has received confirmation of funds paid, you will be registered on the Booking Bug online system. You will then be sent a welcome email with a password to login and make your court bookings. If you don't see the email. Please check your junk folder as it may be identified as spam.

Please note that keys must be collected in person from the Estate Management office.

When you have the password go to www.raleighparktennis.com.au to login and make a booking.

Please read the rules on the homepage prior to your first game. We hope you enjoy your tennis.

Kind regards,

Raleigh Park Estate Management

