



After Hours Check-In 22 Courtney St

If arriving after hours, please follow these instructions to access your apartment keys. Reception is open 8am-3pm weekdays, 9am-3pm Saturday, and closed on Sundays / Public Holidays.

You will need to collect your key from the reception which is located at **115 Chetwynd Street, North Melbourne** as follows :

Located at the front entrance (115 Chetwynd St) you will see the automated check-in box (photos attached) - enter your 4-digit code followed by the # button. Pin code is set as the last four digits of the phone number you supplied on booking. Your key will then be released into the tray.



Your apartment is located at 22 Courtney St, North Melbourne which is 300m away. Head up Queensberry St, walk 150m, turn left at the roundabout into Howard St, walk 150m and you will see the building in front on you at the T-Junction – picture and map attached. Your keys will have a blue fob attached to it, this fob is required to gain entry to the building. You will need to touch it on the bottom black section of the intercom next to the entrance door where you will see the words 'ACCESS CONTROL'. You will also need the fob to gain access to your level using the lift. Your floor and apartment number will be listed on the key tag holding your keys.



If arriving by taxi it would be wise to get the driver to stop at Chetwynd St while you get your key then relocate you to 22 Courtney St. Any issues please call 03 8383 1072.

Please see the Reception to complete the check-in process at your earliest convenience.