KEY ORDER FORM
Notting Hill Apartments

URD.OC Management

Steps 1 to 4 must be completed prior to emailing to:

kf@urdocm.com.au

Clear Form

STEP 1 LOT & OWNER DETAILS (MUST COMPLETE)

Building address _____ Lot _____ Unit _____ **(If different)**

Owner Name(s) _____

Owner Email _____ Mobile _____

STEP 2 APPLICANT DETAILS

☐ **OWNER**

(If you are a new Owner, please attach a copy of the **Notice of Acquisition**)

☐ **AGENT (COMPANY NAME)** _____

(If you are an Agent, please attach a copy of the **Managing Authority** and **Signed Lease Agreement**)

Agent Name _____ Phone _____

Agent Email _____ Mobile _____

STEP 3 APPLICANT TO SIGN

Signature _____ Date ____ / ____ / _____

STEP 4 COMPLETE ORDER

Armstrong Staysafe Locksmiths may only create the number of keys that the Applicant indicates here and is approved by the Authorised Signatory (Owners Corporation Manager).

	Cost	Quantity	Total
Restricted apartment key	$22.00	_____	_____

Key code (i) (165228 - _____)

(i) The Key code is printed on your existing key.

Email this Order Form to the Owners Corporation Manager (kf@urdocm.com.au) **together with the forms required above** and they will authorise the form by signing below.

STEP 5 AUTHORISED SIGNATORY (SIGNED BY OC MANAGER)

Signature _____ Date ____ / ____ / _____

Name _____

Urban Residential Development (OCM) Pty Ltd
ABN - 55 165 689 654
PO Box 1144, CARLTON VIC 3053
Tel (+61 3) 9347 5023 - Fax (+61 3) 9347 0287
contact@urdocm.com.au – www.urdocm.com.au

strata community australia VIC member

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STEP 6 ONCE THE OC MANAGER AUTHORISES THE APPLICATION, THIS FORM WILL BE EMAILED DIRECTLY TO ARMSTRONG STAYSAFE LOCKSMITHS AND TO THE APPLICANT.

STEP 7 ONCE THE KEY(S) IS READY FOR PICK-UP YOU WILL BE CONTACTED BY ARMSTRONG STAYSAFE LOCKSMITHS.

PICK UP

The Applicant must pick the key(s) up directly from the Locksmith. You must make a prior arrangement directly with them prior to collection to ensure they are open.

Armstrong Staysafe Locksmiths
635 High Street
MOUNT WAVERLEY VIC 3149

Phone 9803 2433
Email armstrongstaysafe@bigpond.com

PHOTO ID

The Applicant must provide photographic identification when collecting keys. Only a valid Driver License, Passport or Keypass ID will be accepted.

PAYMENT

Payment must be made direct with the Locksmith.

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