NOTTING HILL APARTMENTS

PS 701476Q : 660 Blackburn Road, Notting Hill, VIC 3168

ORDER FORM : Key/Security Access Fob

YOUR DETAILS

Name: _____

Unit No : _____ Property Address: _____

Mobile: _____ Email: _____

☐Owner ☐Rental Agent ☐Tenant

If you are the Tenant, your agent must approve this order by emailing kf@urdocm.com.au

YOUR ORDER

	Qty	
☐ **Restricted Apartment Key** ($100.00 each) ^ (165228 _____)* Four digit alpha numeric code stamped on your key E.G. AA-63	_____	$ _____
☐ **Security Access Secondary Fob -** building access only ($50.00 each; non-refundable)	_____	+ $ _____
☐ **Security Access Main Fob -** replacement only ($80.00 each; non-refundable) **Only 1 fob per apartment**	_____	+ $ _____
☑ Postage/delivery (non-refundable)		+ $ 10.00
☑ Administrative Charge (non-refundable)		+ $ 22.00
	TOTAL :	**$**

^ Amount is refundable upon return of undamaged key(s) to the Owners Corporation.
* Please copy the code that's printed on your existing apartment key.

REASON FOR REQUEST

_____

_____

_____

PAYMENT DETAILS *Payment must accompany this order otherwise it will not be processed.*

☐ Direct Bank Transfer to "Owners Corp No.PS 701476Q" BSB 183 334 Account No: 271729303
(Please provide copy of receipt)

☐ Cheque – made payable to "Owners Corp No. 701476Q"

PLEASE NOTE APARTMENT NUMBER ON TRANSFER : (E.G. APT G41 NHA)

Your signature _____ **Date**_____

Completed forms must be submitted to:

Owners Corporation Manager - Urban Residential Development (OCM) Pty Ltd.
P.O. Box 1144, Carlton, VIC 3053; Email: kf@urdocm.com.au or Fax: (03) 9347 0287

Your order will be fulfilled upon receipt of your completed Order Form, payment receipt or cheque and lease documents if applicable. You will be contacted once your order is ready for delivery.

OFFICE USE

Approved By: _____ Signature: _____ Date: _____

Issued : 01.10. 2015