Riverside Place

ABN – 98 433 642 556

Security Access Fob Order Form

(Version - May 2020)

URD.OC Management

Clear Form

You must complete this form and return to:

Email kf@urdocm.com.au
Post URD.OCM Pty Ltd, PO Box 1144, CARLTON VIC 3053

PROPERTY DETAILS

Lot # _____ &/0r Unit # _____

Address _____

_____

APPLICANT'S DETAILS

If Owner

Name(s) _____

Email _____ Phone _____

If Tenant

Rental/Managing Agent

Company Name _____

Name _____ Email _____

Phone _____ Mobile _____

Address for Fob Delivery _____

Tenant

Name _____ Email _____

Phone _____ Mobile _____

Date tenancy agreement: From ____ / ____ / _____ Duration _____

Note The Managing Agent will be required to provide proof of tenancy.

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YOUR ORDER

		Cost	Quantity	Total
☐	Security Access Fob – Building only	$50.00	_____	_____
☐	Security Access Fob – Building & Car Park	$80.00	_____	_____
☑	Postage – Express Post			$12.50
☑	Administration charge			$22.00
			TOTAL (Includes 10% GST)	_____

- Amount is non-refundable for Fobs.
- Security Access Fob – Building & Car Park will only be reissued if the previously provided fob is lost or no longer works. The previous fob will be deactivated before the replacement fob is programmed and allocated to your apartment.

PAYMENT

Payment must be sent to the Manager, Urban Residential Development (OCM) Pty Ltd ("URD.OCM").

The Building Manager will not accept any form of payment.

☐ **Cheque** (Payable to 'OC1 PS730323D')

☐ **Electronic Funds Transfer**

BSB 183 334
Account No. 293315495
Description Fob Unit <Insert the apartment number>

Note **You must provide a copy of the payment receipt with this application.**

APPLICANT TO SIGN

Signature _____ Date ____ / ____ / _____

This order will be fulfilled upon receipt of the completed Order Form, payment receipt or cheque, and proof of tenancy if applicable. The Applicant will be contacted once the order is ready for delivery.

OFFICE USE

Approved by _____ Signature _____

Date ____ / ____ / _____

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