

Riverside Place
ABN – 98 433 642 556
Security Access Fob Order Form
(Version - May 2019)



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 # _____ &/Or 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 ____ / ____ / ____