

Balwyn Apartments Owners Corporation

ABN – 56 814 272 486

SECURITY ACCESS DEVICE ORDER FORM

(Version – September 2022)



URD.OC  
Management

**TENANTS/RENTERS ARE NOT TO COMPLETE THIS FORM.  
THIS FORM MUST BE COMPLETED AND SIGNED BY THE APPLICANT,  
BEING THE OWNER OR AN AUTHORISED MANAGING AGENT.**

**Steps 1 to 6 must be completed prior to emailing to below for authorisation:**

[kf@urdocm.com.au](mailto:kf@urdocm.com.au)

**STEP 1 LOT & OWNER DETAILS (MUST COMPLETE)**

Lot/Unit number: \_\_\_\_\_ / \_\_\_\_\_      Intended Use:                      Owner Occupied                      Tenanted

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: \_\_\_\_\_

Agent Email: \_\_\_\_\_                      Phone: \_\_\_\_\_

**If Tenanted, Provide Tenant Details**

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_                      Phone: \_\_\_\_\_

Tenancy Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_                      Duration: \_\_\_\_\_

**STEP 3 YOUR ORDER**

	Cost	Quantity	Total
Security Access FOB – Building only	\$50.00	_____	_____
Security Access Remote <sup>(1)</sup> – Building & Car Park	\$110.00	1	_____
Postage (if required)	\$12.50	_____	_____
<b>TOTAL (Includes GST)</b>			_____

**URD OC Management**

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](mailto:contact@urdocm.com.au) – [www.urdocm.com.au](http://www.urdocm.com.au)



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Address for Delivery (If Postage selected):

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- <sup>1</sup> Security Access Remote – Building & Car Park

Limit of **one** Car Park enabled Remote per registered Vehicle Car Space.

A replacement Remote will only be issued if the previously provided Remote is lost or no longer works. The previous Remote will be deactivated before the replacement Remote is issued and allocated to your apartment.

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### STEP 4 PAYMENT

Payment must be made via Electronic Funds Transfer to the OC's bank account below prior to Authorisation.

#### EFT Details

Name	<b>Owners Corporation PS719575N</b>
BSB	<b>124-367</b>
Number	<b>23 339 384</b>
Reference	<b>&lt;Type the Unit number&gt;</b>

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### STEP 5 APPLICANT TO SIGN

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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### STEP 6 EMAIL ORDER

Email this Order Form to the OC Manager ([kf@urdocm.com.au](mailto:kf@urdocm.com.au)) **together with the documents required above.**

**This order will be fulfilled upon receipt of Payment and the completed Order Form together with the documents required above. The Applicant will be contacted once the order is ready for delivery.**

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### STEP 7 COLLECTION

Once this order is authorised, the Building Manager will be asked by the OC Manager to proceed to program the devices. The Building Manager will then contact the Applicant to arrange collection/delivery.

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### STEP 8 AUTHORISATION (OFFICE USE ONLY)

A representative of the OC Manager must sign prior to the Building Manager processing the order.

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