

Notting Hill Apartments Owners Corporation

ABN – 64 813 795 119

RESTRICTED KEY 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 4 must be completed prior to emailing to below for authorisation:

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: _____

STEP 3 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).

Restricted Apartment Key	Cost	Quantity	Total
Key Code (i) (165228 - _____)	\$27.50	_____	_____
(i) The Key Code is printed on your existing key.	(Price includes GST)		

Email completed order form to the Owners Corporation Manager (kf@urdocm.com.au) together with the documents required above for authorisation.

STEP 5 APPLICANT TO SIGN

Signature _____ Date _____/_____/_____

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 – www.urdocm.com.au



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STEP 6 AUTHORISATION (OFFICE USE ONLY)

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

STEP 7 ONCE THE OC MANAGER AUTHORISES THE ORDER, THIS FORM WILL BE EMAILED DEIRECTLY TO ARMSTRONG STAYSAFE LOCKSMITHS.

STEP 8 PICK UP & PAYMENT

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

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 directly with the Locksmith.

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