



# ORDER FORM

## KEYS / SWIPES / FOBS / REMOTES

TO BE COMPLETED BY OWNER OR AGENT ONLY

### Property Details

Unit

Property Address

### Owner/Agent Placing Order

Owner

or

Agent (if applicable)

Name

Agent Name

Phone

Email

### Details of Device

Item	Location - Lobby, Front Gate, Rear Gate	Quantity	Please advise reason you need additional item
Apartment Key			
Gate Key			
Remote			
Swipe Card			
Pedestrian Fob			
Other			

### Method of Collection

Registered Post

or

Collection from Southern Strata Services Office

*An additional cost of \$10.00 will be charged*

*Person name listed below, must show photo ID upon collection.*

Address Post To

Name

### Conditions

1. There will be a \$15 (inc GST) Admin & \$10 (inc GST) Postage Fee applied to every item provided which is over & above the cost of purchasing the item. Collection of key from this office does not include postage fee.
2. Accounts for the Supply of items will be issued on each subsequent Strata Levy unless specifically requested.
3. The Strata Company reserves the right to refuse any unreasonable request.
4. The turnaround time for this can take up to 2 weeks

Signature

Date

### OFFICE USE ONLY

Collected Date

Collected By

Signature