

# BOYD TOWER - 5 Caravel Lane, Docklands

## Security Access Swipe/Garage Door Remote – Order Form

### PS438893N – OC 1

#### STEP 1 – Fill in your details.

Full Name: Mr/Mrs/Ms/Miss..... Apt No: .....

Your Email address: .....

COLLECTION IS ONLY FROM THE BUILDING MANAGER'S OFFICE AFTER HE HAS CONTACTED YOU TO ADVISE THAT THEY ARE READY FOR COLLECTION – YOU WILL RECEIVE AN EMAIL OR SMS ADVISING OF THIS

Phone Number: (BH)..... Mobile :.....

**NOTE: If you are a Managing Agent, please provide proof of lease to this order form, if you are a tenant please provide this to your Managing Agent first.**

SIGNATURE ..... DATED .....

#### STEP 2 – How many security swipes do you require?

Please supply ..... X security swipes @ \$80.00 each = Total Cost \$.....

#### STEP 3 – How many garage door remote controls do you require?

Please supply ..... X garage remotes @ \$80.00 each = Total Cost \$.....

#### STEP 4 – PAYMENT METHODS:

- a. Make your cheque/Money Order payable to: PS438893N
- b. Make your payment via EFT:  
Account Name: OC 1 Plan No 438893N  
BSB: 183334 Account: 263818239  
Ref: Apt no, Item & Quantity ordered (*Example: 0000 Boyd - 1 x Swipe*)
- c. Cheque will be accepted at the Building Manager's office.

#### STEP 5 – Post or Email this order form with the payment details to the following or lodge with the Building Manager (Marc Drew) on site to activate your fob/swipe:

Property Investment Services Pty Ltd ABN: 73 820 816 547  
Level 5, 517 St Kilda Road, Melbourne, Vic, 3004  
Email: [info@propis.com.au](mailto:info@propis.com.au) Tel: 03 9867 7677  
Website: [www.propis.com.au](http://www.propis.com.au)

#### STEP 6 – Once your payment has been received and required documents provided, the Building Manager will program your security swipes and advise you when ready for collection.

Remote Control / Access Swipe Number: .....

Building Manager Authority: .....

#### STEP 7 – Should you have any queries, please contact:

Owners Corporation Manager Ph: 03 9867 7677  
Marc Drew, Building Manager Ph: 0439 909 936

**N.B.**  
At collection of your new access swipes/remotes – an audit will be conducted of all active access swipes and remotes held for this apartment. This will also be undertaken at the Building Manager's office.  
Please bring your swipes/remotes with you as all other access swipes and/or remotes will be either suspended until audited or removed permanently from the access system at this audit.