

Key Lock Box – Order Form PS438893N – OC 1

STEP 1 – Fill in your details.

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

Your Email address: Building:

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

STEP 2 – How many Key Lock Boxes do you require?

Please supply X Key Lock Boxes @ \$130.00 (GST Included) each = Total Cost \$.....

STEP 3 – 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 Key box*)
- c. Cheque will be accepted at the Building Manager's office.

STEP 4 – Post or Email this order form with the payment details to the following or lodge with the Building Manager (Marc Drew) on site to obtain your key lock box:

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

STEP 5 – Once your payment has been received the Building Manager will issue you with a numbered lock box.

Key Lock Box Number:

Building Manager Authority:

STEP 6 – Should you have any queries, please contact:

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

STEP 7 - Conditions of Purchase:

- The Key Lock Box you have been allocated has been given a number that is in numerical order and cannot be altered or removed at any time;
- The Key Lock Box is not to be marked or altered in any manner. If marked or altered – it will be removed from the wall by maintenance staff and you will be charged a fee of \$180.00 for its removal & supply of a new Key Lock Box;
- The Key Lock Box you have purchased is yours until your tenure at Boyd / Palladio / Sant Elia is concluded. It will then be removed by our staff at the completion of tenure and handed to you;
- Only Key Lock Boxes supplied by Owners Corporation 1 can be purchased to ensure uniformity;
- No responsibility for damage or theft will be incurred by OC 1 as the key boxes are your property.

I agree to the conditions as set out above:

Full Name: Signed: Date: