

PALLADIO TOWER - 15 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 Palladio - 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 Tel: 03 9867 7677
Website: 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.