



### Keys/Remotes/Swipes Order Form

Halo

161-163 Fitzroy Street, St Kilda

Date: \_\_\_\_\_

**Property Details**

Unit No: \_\_\_\_\_ Street Address: \_\_\_\_\_ Lot No: \_\_\_\_\_

Owner: \_\_\_\_\_ Agent: \_\_\_\_\_

Ordered by: \_\_\_\_\_ Signed: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please note: keys & remotes may only be ordered by the Owner or Managing agent

**Delivery Details**

**Item to be collected from Australia Post on receipt of Registered Post advice.**

Deliver to: Mr/Mrs/Ms \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Person above is tenant     Person above is owner     Person above is agent

**PLEASE RECORD THE KEY CODE ON YOUR KEY OR THE ORDER WILL NOT BE PROCESSED**

1	Apartment Key	\$34.00 ea	Code: _____	Quantity: _____	Cost: \$ _____
	Postage included for the above only				
2	Remote/Swipe	\$80.00 ea		Quantity: _____	Cost: \$ _____
3	Swipe	\$25.00 ea	Level: _____	Quantity: _____	Cost: \$ _____
4	Processing Fee	\$10.00		(compulsory)	Cost: \$ <u>10</u>
5	Postage Fee	\$5.00		(if applicable)	Cost: \$ _____
					Total: \$ _____

**Method of Payment:**

1. Payment by DEFT payment system. Invoice will be generated and emailed to agent or owner only. Payment must be made as soon as possible. Invoice to be emailed to:

2. Payment by Cheque

Chq No: \_\_\_\_\_ Bank: \_\_\_\_\_ Drawer: \_\_\_\_\_

Cheque payable to: Owners Corporation 636341

Please return completed form to:

Engine Property Group  
PO Box 589  
East Melbourne VIC 8002

OR [reception@enginepropertygroup.com.au](mailto:reception@enginepropertygroup.com.au)

**Engine Property Group Pty Ltd**

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Email: [reception@enginepropertygroup.com.au](mailto:reception@enginepropertygroup.com.au)

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