



**PROXIMITY FOB / GARAGE DOOR REMOTE / RESTRICTED SECURITY KEY
ORDER FORM**

NOTE: This order form is to be completed by the Lot Owner or the Managing Agent only.

Step I - Details (resident details, NOT managing agent details)

Full Name: Mr/Mrs/Ms/Miss:

Full Apartment Address:

Phone No - Business: Mobile:

Email Address: Are you the Managing Agent?: Yes No

NOTE: Managing Agents must attach a copy of their signed lease agreement to this order form.

Is this a replacement? Yes No. If Yes, should the previous one be deactivated?: Yes No

Signature: Date:

Step 2 - Number of Proximity Fobs Required

Please supply x proximity fobs @ \$100.00 (inc. GST) each. Total Cost: \$

Step 3 - Number of Garage Door Remotes Required

Please supply x remote controls @ \$170.00 (inc. GST) each. Total Cost: \$

Step 4 - Number of Restricted Security Keys Required

Please supply x key restricted security @ \$50.00 (inc. GST) each. Total Cost: \$

Step 5 - Payment

I / We acknowledge the above costs WILL BE CHARGED TO THE OWNER'S ACCOUNT DIRECTLY upon signing of this order. A tax invoice will be issued to the Lot Owner for payment.

Please email the scanned or completed form to VBCS moconnor@vbcs.com.au Do not email to the Building Manager.

Step 6 - Collection

Once payment has been received, the fob / remote will be registered and you will be advised when they are ready for collection from the Building Managers office at The Park Apartments (next to the gymnasium). The Building Manager or the Owners Corporation will not approve mailing of the items ordered or leaving in a letterbox.

Received By:

Signature:Date:

ANY QUERIES PLEASE CONTACT:

**Michael O'Connor, Owners Corporation Manager, VBCS on 8531 8100 or moconnor@vbcs.com.au
Mal Jeka, Building Manager via the website or email buildingmanager@thepark.org.au**

Office Use Only:

Key No:



Proximity Fob



Garage Door Remote



Restricted Key