



**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 1 - 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 completed form to **VBCS** [theparkapartments\\_oc1@vbcs.com.au](mailto:theparkapartments_oc1@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:

**Owners Corporation Manager, VBCS on 8531 8100 or [theparkapartments\\_oc1@vbcs.com.au](mailto:theparkapartments_oc1@vbcs.com.au)**  
Mal Jeka, Building Manager via the website [buildingmanager@thepark.org.au](mailto:buildingmanager@thepark.org.au)

Key No: .....



Proximity Fob



Garage Door Remote



Restricted Key