



Keys/Swipes/Remotes Order Form

101 Bay Street, Port Melbourne

70 Nott Street, Port Melbourne

Date: _____

Property Details

Unit No: _____ Street Address: _____ Lot No: _____

Owner: _____ Agent: _____

Ordered by: _____ Signed: _____

Phone: _____ Email: _____

Please note: keys & swipes 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 (includes postage)	\$51.00 ea	Code:_____	Quantity:_____	Cost:\$_____
2	Remote/Swipe	\$88.00 ea	Basement carpark only	Quantity:_____	Cost:\$_____
3	Swipe	\$51.00 ea		Quantity:_____	Cost:\$_____
4	Remote (blue)	\$88.00 ea	Ground carpark only	Quantity:_____	Cost:\$_____
5	Processing Fee	\$10.00		(compulsory)	Cost:\$ <u>10</u>
6	Postage Fee	\$5.00		(if applicable)	Cost:\$_____
<input type="checkbox"/>	Please TICK box to collect swipe and/or remote from Building Manager or to have these left in the letterbox (no postage)				Total:\$_____

Method of Payment:

1. Payment by DEFT payment system. Invoice will be generated and emailed. Payment must be made as soon as possible. Invoice to be emailed to: _____
2. Payment by Cheque
CHQ NO: _____ Bank: _____ Drawer: _____

Please return completed form to:

Engine Property Group
PO Box 589
East Melbourne VIC 8002

OR reception@enginepropertygroup.com.au

Office use: Levied Paid Key Sent Swipe Issued Remote Issued

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