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| **ADDITIONAL APARTMENT KEY/COMMON ACCESS KEY - ORDER FORM** **‘Metropol’ – P.S. 432208Q** **352 Canterbury Road, St Kilda** **UNLESS ALL SECTIONS ARE COMPLETED YOUR APPLICATION WILL NOT BE PROCESSED.** **STEP 1 – Fill in your details. (Please use black pen) SYSTEM NO: 0349**  Full Name Mr/Mrs/Ms/Miss/Dr:……………………………................. Apartment No: ……………….  Delivery Address For Keys: .........................................................................................................................................   .................................................................................................................................. Postcode:……………….   Phone Number: (BH): .................................... Mobile Number:……………………………………….  Are you an OWNER, TENANT or AGENT?: ................................................................................( Specify)  NOTE: If you are a **TENANT** you will need to attach a copy of your signed lease agreement to the order form If you are an **AGENT** you will need to attach a copy of your signed management authority.  SIGNATURE: …………………………………………………… DATED: ………..………… **STEP 2 –**  **How Many Apartment/Common area Keys Do You Require? – –** **Cost is $25.00 per key (inc. GST)** **If delivery required the keys delivered please add $15.00 for registered post TOTAL COST $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   Key Code: **AA**………… Quantity Required: ……… **STEP 3 – Preferred Payment Method (cheque or Money Order) (Please tick)** **a)** □ **CHEQUE -Please make cheque payable to (Detail Door Hardware) b)** □ **Credit Card** Name on Card: .................................................................................................................................  Type: .................................................................................................................................................  Number :……………………………………………………... Expiry Date: ……………..………….. **STEP 4 – Email this order form** to **Rylie.vincent@bcssm.com.au who will authorise purchase of the keys:**  Phone: 96161699 Fax: 96161698

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**STEP 5 – Once the Strata Manager signs your Order Form it will be emailed directly to Detail Door Hardware** **STEP 6 – Detail Door Hardware will supply and deliver your key(s) to you and charge you direct:**   Detail Door Hardware Ph: (03) 5221 4133  143 Fyans St Fax: (03) 5229 4633  GEELONG VIC 3220 Contact: Mark  |