

**FOB/SWIPES/REMOTES ORDER FORM**

# This form is ONLY to be completed by the Lot Owner or Managing Agent.

**APPLICANT DETAILS**

Property Address: ................................................................................................................................................................................

Owner’s Name: ................................................................................................................................................................................

# OR

Agent’s Name: ………………………………………………………………………Agency Name:…………………………………………………………………………..

Contact Number: ................................................................................................................................................................................

Email Address: ................................................................................................................................................................................

# ORDER DETAILS:

Please state the reason for the order:

…………………………………………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………………………………………

***Note: In case you have lost swipe or remote, please report it to the Owners Corporation Manager who will deactivate the lost device immediately.***

Number of Access Fobs Required: ............ @ **$80.00 incl. GST per access fob**

Number of Remotes Required: ................. @ **$150.00 incl. GST per remote (remotes are limited to one per car space only)**

Delivery (Add $15.00 incl. GST) Delivery Address: ..…………………………………………………………………………………………………….…….. Collection (No charge. Pick up from POCS office or onsite Building Manager if available)

**TOTAL COST (INCL. DELIVERY IF APPLICABLE): $**.......................................................

# PAYMENT DETAILS

Pre-payment is COMPULSORY. No order will be released without prior payment.

**Method of Payments: Credit Card payment Details**: Visa Master Card 

Card Number: ……………………………………………………………………………………………… Exp: …………………….. CCV: ………………………..

Signed by: ........................................................................ from ....................................................................................................

*(Managing Agent) (Agency Name)*

and/or ........................................................................ ....................................................................................................

*(Lot Owner Signature) (Lot Owner Name)*

[Please submit this form to the Owners Corporation Manager via email on info@](mailto:PleasesubmitthisformtotheOwnersCorporationManagerviaemailoninfo@mocs.com.au)propertyownerscorporation.com.au

*Office use only*

Fob/remote Serial No.: ……………………………………………………………

Date Processed:……………………………………………………………………… Date Posted:………………………………..……………………………………….