

REQUEST FOR KEYS, FOBS & REMOTES

SVN Strata

Level 10, 12 St Georges Terrace, Perth WA 600

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***Please complete the below form where applicable and return to our office. Once the request has been made, our staff will be able to confirm the cost of the keys/fobs/remotes and will be able to advise accordingly.**

Requestor Information			
Strata Plan		Strata Scheme:	
		Lot:	

Name:		Owner/Agent:	
		Agent Company Name:	
Address:			

Phone:		Email:	
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Items Required			
Item	Description of item (if required)	Number	Cost*
Remote			\$*
Fob			\$*
Key			\$*

Registered post delivery	\$*
Admin Charge	\$*
Total:	\$*

Item Delivery Details	
Name:	
Delivery Address:	
Phone:	

Or

Collection Details			
Collection by:	Owner: <input type="checkbox"/>	Agent: <input type="checkbox"/>	Tenant*: <input type="checkbox"/>

*If Items are being collected by tenant, ID (from the tenant/s) written verification from the Real Estate Agent/Owner is required.

Declaration

I hereby declare that *I have obtained authorisation from the owner/I am the owner* of the strata lot to order and obtain the above items.

Print Name: _____ Signature: _____ Date: _____

SVN Strata Office Use ONLY			
Date Posted:	Tracking Number:	Owner Invoiced:	Initial:
SN:	SN:	SN:	SN: