

APPLICATION TO REQUEST A KEY

| CONTACT DETAILS | |
|--------------------------------|-----------|
| Name: | Position: |
| Address: | |
| Phone (during business hours): | Mobile: |
| Email Address: | |

| STRATA DETAILS: | |
|----------------------|-----------|
| Strata Plan: | Unit No.: |
| Address of Property: | |

| KEY DETAILS | |
|---|-----------|
| Access Location: (Block, Front/Rear Foyer/Garage etc.) | |
| Key Type: (Key/Remote/Swipe etc.) | Quantity: |
| <input type="checkbox"/> I will collect the keys from your office | |
| <input type="checkbox"/> I will organize a courier to collect the key from your office | |
| <input type="checkbox"/> Please send the key by post (Additional \$???? Fee will apply) | |
| Key delivery address: | |
| Payment by: Owner / Tenant / Agent (circle one) Please contact our office for details on costs | |
| I have enclosed a Cheque / Money Order (circle one) for \$ _____ being payment for the above keys. | |
| I / We being the owner (s) / authorised agent of the above lot authorise you to charge the costs involved for the above keys to the levies of the above lot in the amount of \$ _____ | |

- Neither the Owners Corporation nor M&M takes any responsibility should the key(s) get lost in the mail.

Contact our office should you have any queries – 02 8279 7975.

Please Note: Identification is required in order to collect keys.

Contact:
 Email: enquiries@mannsandmoore.com.au
 Phone: 02 8279 7975
 Mail: PO Box 397 KOGARAH NSW 1485

Locations:
 Suite 5/146 Railway Pde
 KOGARAH
 ABN: 57 604 023 421