

**Additional Apartment Key Order Form
 Allegro Apartments – SP 44450
 19 The Circus, Burswood WA 6100**

Please be advised that you **MUST** be an owner or registered agent to complete this request.
 Tenants and non registered agents will not have their requests completed.

DATE APARTMENT NUMBER

OWNERS / AGENTS FULL NAME.....

CONTACT NUMBER(S)

DELIVERY ADDRESS FOR KEYS IF REQUIRED

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	Unit Cost	Key Code	Qty	Total
Apartment Key	\$ 26.00			\$
Air key (Swipe)	\$ 88.00 (No delivery fee. Must be picked up in person)	NA		\$
TOTAL				\$

- The Key Code is found on your keys. Orders without this code will **NOT** be processed.
- Air Key (remote) **must** be picked up directly from the **Building Manager**.
- We take no responsibility for any damage that may occur in postage.

This section to be completed when picking up the key (Air Key)

Print Name.....Signature.....Date.....

***Payment Terms:** (Invoice to strata Levy address) - The strata company will bill the lot owner for Key or Air key (Swipe) relating to that lot. By signing this form as either the owner's representative agent or the owner themselves, you give authority for Prestige Strata Management to invoice for reimbursement of this costs borne by the strata company.

Note: If your lot has outstanding levies alternate payment arrangements must be made prior to approval. These arrangements to be made by contacting the strata company.

Mark - Building Manager bm@allegroburswood.com or 0404 422 883
 Strata Managers - Strata Company Admin@prestigesm.com.au or (08) 9472 7377

Authorising Signature _____
 (Building Manager)

Identification Number on Fob/Swipe(s):