



KEY ORDER FORM

Apartment Number:

Tenant / Owner / Agency Name:

Mobile Number:

Date:

Reason for Additional Request:

REPLACEMENT KEYS FOR LOST ITEMS WILL ONLY BE ISSUED ONCE ALL SWIPES AND REMOTES HAVE BEEN PRESENTED FOR AUDIT

ALL KEYS ARE REQUIRED TO BE PAID FOR IN FULL WHEN ORDERING

Registered Apartment Key	\$93.50 each	_____
Registered Storage Key	\$93.50 each	_____
Mailbox Key	\$55.00 each	_____
Plain Swipe	\$55.00 each	_____
Button Fob	\$180.00 each	_____
Barrel + 2 Keys	\$668.00 each	_____
	TOTAL	\$ _____

Keys must be paid for at the time of ordering and may take up to 10-14 business days for delivery.

**Payment can be made by card or bank transfer: River Place Apartments
Brisbane, BSB: 034-109, account: 378176, reference: Apt #**

Signature **Date**

<u>OFFICE USE ONLY</u>	
Payment Method: _____	Total Amt \$ _____
Keys Ordered By: _____	Date _____
Keys Received By: _____	Date _____