



Building Address: 45 Edgewater Boulevard MARIBYRNONG VIC 3032 PS 622431D

Registered Key Request Form

Owner (as per Title) - PLEASE WRITE CLEARLY

LOT NO: _____ (as per the plan of sub, please do NOT put your Unit no, as it could be different!)

Unit / Shop No: _____ Building Address: _____

Owners Name: _____

Owners Postal Address: _____

Owners Phone: _____ Owners Email: _____

Authorisation to send Key / Remote to the person & address listed below

I, _____ the owner of Lot ___ / Unit ___ Address: _____

authorise for my property keys / swipes etc to be cut and delivered via registered post to:

Name _____ (Owner /Authorised Agent) - **Circle one**

(Real Estate) _____ (Company Name) - If Applicable

Address _____ *If this is NOT filled out, keys are unable to be posted*

SIGN _____ *If this is NOT filled out, keys are unable to be posted*

Print Name _____ Date _____

KEY PROCESS

1. Complete the form and email it through to reception@mctab.com.au
2. If the form has not been completed correctly it will be sent back
3. Forms lodged to order restricted keys/fobs/remotes direct from Locksmiths will be forwarded to the key company on the same day approval is signed off by the manager. Credit card details will need to be provided for these orders so that payment can be made to the key companies directly.
4. Forms lodged to order restricted key/fob/remotes from MCTAB will be processed and sent with an invoice to the address provided.
5. Every key request form will incur a **\$25** administration fee which will be invoiced to the lot owner.
6. It is the Owners Responsibility to ensure the keys have been received. We strongly suggest that you send the keys directly to the lot owner.
7. Prices for keys, cards, remotes may change at any time and this form is an estimate **ONLY**



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KEY TYPE A Swipe Access Fobs

LOT NO: _____ (as per the plan of sub, please do NOT put your Unit no, as it could be different!)

Unit / Shop No: _____ **Qty:** _____

Process to ordering Entry Fob:

1. Complete form and send to OC Manager.
2. OC Manager will forward fob request to Epsilon Security. Accounts are to be settled directly with Epsilon Security, either by providing credit card details below or by calling Epsilon Security to arrange other payment options.



KEY COST: \$15.63 (prices may vary)

PROGRAMMING SERVICE FEE: \$176.00 (per call out)

POSTAGE: \$11 registered post

- **Prices may vary at any time**
- Or meet the service technician on site to pick up T. 03 9553 6888 please call Epsilon Security to arrange

DELIVERY: Allow up to 5 working days

SIGN: _____ **Date:** _____

Card Holder details (required for the access fob only):

Name of Card Holder: _____ **Credit Card Number:** _____

Expiry Date: _____ **Security Code (3 digit number on back of card):** _____

Signature of Card Holder: _____ **Amount:** _____ (for access fob only).



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KEY TYPE B Duel remote - (RF access to roller door & also swipe access for pedestrian doors & lifts

LOT NO: _____ (as per the plan of sub, please do NOT put your Unit no, as it could be different!)

Unit / Shop No: _____ **Qty:** _____

Process to ordering Entry Fob:

1. Complete form and send to OC Manager.
2. OC Manager will forward fob request to Epsilon Security. Accounts are to be settled directly with Epsilon Security, either by providing credit card details below or by calling Epsilon Security to arrange other payment options.

KEY COST: \$77.90 (prices may vary)

PROGRAMMING SERVICE FEE: \$176.00 (per call out)

POSTAGE: \$11 registered post

- **Prices may vary at any time**
- **Or meet the service technician on site to pick up T. 03 9553 6888 please call Epsilon Security to arrange**

DELIVERY: Allow up to 5 working days

SIGN: _____ **Date:** _____



Card Holder details (required for the duel remote only):

Name of Card Holder: _____ **Credit Card Number:** _____

Expiry Date: _____ **Security Code (3 digit number on back of card):** _____

Signature of Card Holder: _____ **Amount:** _____ (for remote/prox only)



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KEY TYPE C Garage Door Remote (coded for both entrances)

LOT NO: _____ (as per the plan of sub, please do NOT put your Unit no, as it could be different!)

Unit / Shop No: _____

Building Address: _____

Qty: _____

Process to ordering remote:

1. Complete form and return back to OC Manger.
2. OC Manager will post remote and invoice to address on form

KEY COST: \$90.00

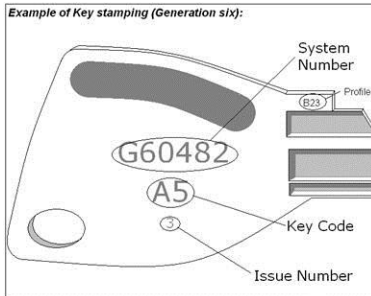
POSTAGE: \$11.00.

DELIVERY: Allow up to 10 working day



TYPE D Apartment Key

System No: _____ **Key Code** _____ **Qty:** _____ **Key is for:** _____



Payment of Keys and Postage:

COMPANY: Omega Security **PHONE:** 03 9689 3488

KEY COST: \$13.50 per key plus postage of \$10.50

E. keys@omegacorp.com.au

Web site: <http://www.omegacorp.com.au/>

POSTAGE COST: Key Company to advise

DELIVERY: Allow up to 10 working days

SIGN: _____ **Date:** _____

Card Holder details (required for apartment key only):

Name of Card Holder: _____ **Credit Card Number:** _____

Expiry Date: _____ **Security Code (3 digit number on back of card):** _____

Signature of Card Holder: _____ **Amount:** _____ (for Apartment Key only).