

FOB & GARAGE REMOTE ORDERFORM

FORMS TO BE PROVIDED TO OWNERS CORPORATION MANAGER VIA EMAIL (INFO@BLUESTONEOCM.COM.AU)

OWNERS CORPORATION PS714925P			
DECCO APARTMENTS, 69 Marshall Street Ivanhoe VIC 3079			
Authorised orderer (full name):			
Owner <input type="checkbox"/>	Property Manager <input type="checkbox"/>	Authority attached <input type="checkbox"/>	Previously provided <input type="checkbox"/>
Associated apartment no:		Phone no:	
Email address:			
ORDER			
Order date			
FOB @ \$100 (inc. GST)	Qty:	\$	
Garage Remote @ \$100 (inc. GST)			
Total cost of order			\$
PAYMENT			
Please pay for order by electronic funds transfer to following OC bank account.	Acc name:	OC 714925P	
	BSB:	183-334	Acc no.: 275980076
	Ref:	"APT [no.]" + "O" OR "PM" (note: O = order made by <u>Owner</u> OR PM= order made by <u>Property Manager</u>) e.g. APT 1101 PM	
COLLECTION			
Orderer will be contacted via contact details listed above when order is ready to be collected – note: funds must be cleared in Owners Corporation bank account before you will be contacted.			
Special instructions:			
Booking Rep (signature):		Date:	

INTERNAL USE ONLY

Approved order:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Building Manager signature:	
Reason or adjustment to order particulars:				
Order paid:	Yes <input type="checkbox"/>	Refund bank details (if order rejected)		

FOB & REMOTE CONTROL(S) ORDER PROCESS

1. A completed & signed "FOB & Garage Remote Order Form" is provided to the Owners Corporation Manager via email with supporting proof of authority attached.

Email: Info@bluestoneocm.com.au

2. Please note: only Lot Owners or Property Managers can request fob/s & remote controls.
3. Orderer to complete appropriate EFT payment. Note: please reference transaction in accordance with payment details on the front page of the Order Form.
4. Order will be processed by Owners Corporation Manager once funds have cleared.
5. Orders are to be physically picked up by orderer (fob/s & remote controls will not be mailed or left in mailboxes).

OTHER CONSIDERATIONS

- Proof of authority to make order of proximity fobs or remote controls must be strictly adhered to before order can be collected.
 - If an owner is the orderer, a copy of the notice of acquisition must be provided to Building Manager or Owners Corporation Manager.
 - If a Property Manager is the orderer, a copy of relevant pages from the agreement between the owner and Property Manager must be provided to Building Manager or Owners Corporation Manager.
- The Owners Corporation has authority to reject an order and cancel existing fobs(s) or remote control(s) access on the basis of security considerations – a full refund will be provided if order is rejected or fobs / remote(s) access cancelled after payment is received.
- On collection, a copy of the orderer's driver's license or passport may be taken.
- Replacement of damaged fobs & remote controls is the responsibility of the Lot Owner and/or Property Manager
- Cost of items may vary.
- Following the collection of fobs/or remote controls, security of storage and usage is the responsibility of the Lot Owner and/or Property Manager.