



### Property Details:

Strata Plan  Unit  Lot

Property Address

### Owner/Agent Placing Order:

Owner	or	Authorised Agent (if applicable)
Name <input type="text"/>		Agent Company Name <input type="text"/>
Phone <input type="text"/>		Phone <input type="text"/>
Signature <input type="text"/>		Signature <input type="text"/>

*Please note once signing this request you, as the Owner/Agent, are authorising Pro-Active Strata Management to charge the above-mentioned lot for the total cost of the Remote/Keys/Fobs ordered.*

**WAS YOUR OLD REMOTE/SWIPE CARD LOST, STOLEN OR DAMAGED?**

Yes, my device was lost, stolen or broken, ID number/s to be cancelled

No, I just need an extra device

### Details of Device:

Device Description - Key, Remote, Swipe or Fob	Location Device Used - Lobby, Front Gate, Rear Gate	Qty	Cost
<i>Please note an invoice will be forwarded to the Owner/Property Manager once device has been issued and payment is required within 7 days.</i>			TOTAL COST

All remotes, fobs and/or keys are registered posted, please provide the name and address of where you would like your order to be posted too:

Name  Address

*Pro Active Strata Management will not be held liable for any devices lost in the post, the owner will be responsible to pay for another device should it get lost in the post.*

**OFFICE USE ONLY**

Device & Serial Number Issued

Date Posted  Signature of Staff Member

Registered Post No.

Invoiced