

**PS 422665 R – SY21**  
Swipe Order Form

**1. Your details**

Full name: .....

Apartment number: .....

Property Address: .....

You are the:  Owner  
 Leasing Manager – please attach **PROOF OF RESIDENTIAL TENANCY AGREEMENT & MANAGING AUTHORITY**

Delivery Address: .....

Mobile:..... Email:.....

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**2. Your order**

Swipe Access                      Quantity: \_\_\_\_\_                      **\$115.00 each**

Remote                                      Quantity: \_\_\_\_\_                      **\$100.00 each**

**TOTAL AMOUNT OF YOUR ORDER: \$ \_\_\_\_\_**

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**3. Payment details**

I authorise MICM Property to charge the cost to the owners account.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please note: keys & swipes may only be ordered by the Owner or Managing agent. Swipes could only be released once payment is received.

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**4. Please forward your completed form and attachments to MICM Property**

Mail: Level 1, 178 City Road, Southbank, Victoria, 3006

Email: [ocadmin@micm.com.au](mailto:ocadmin@micm.com.au)

UPON RECEIPT OF THE ORDER FORM AND OTHER RELEVANT DOCUMENTATION, THE OWNERS CORPORATION WILL APPROVE AND FORWARD THE ORDER TO THE **BUILDING MANAGER** TO PREPARE THE ACCESS DEVICE ORDERED. **THE BUILDING MANAGER WILL THEN PROGRAM AND ADVISE YOU WHEN THEY ARE READY FOR COLLECTION.**

Any queries, please contact the **Owners Corporation** on Phone: 9697 8888  
Or **Building Manager** Deepak Batra – 0400 010 905

**Office Use**

Approved By: .....Date: .....