

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:.....

2. Your order

Swipe Access Quantity: _____ **\$110.00 each**

Processing Fee **\$5.00 (compulsory)**

TOTAL AMOUNT OF YOUR ORDER: \$ _____

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

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

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** John Farrugia – 0400 010 905

Office Use

Approved By:Date: