

**PS 422665 R – SY21**  
Key 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**

**PLEASE RECORD THE KEY CODE ON YOUR KEY OR THE ORDER WILL NOT BE PROCESSED**

<input type="checkbox"/>	Apartment Key	Quantity: _____	Key Code _____	<b>\$18.50</b>
<input type="checkbox"/>	Processing Fee			<b>\$5.00 (compulsory)</b>
			+Postage	\$ 10.50
	<b>TOTAL AMOUNT OF YOUR ORDER:</b>			<b>\$ _____</b>

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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

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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)

Post or email this order to the Owners Corporation Manager who will authorise the purchase of the key/s. Once the order has been authorised it will be forwarded onto Omega Corporate Security. Omega will then supply and deliver your key/s to you.

Any queries, please contact the **Owners Corporation** on Phone: 9697 8888  
Or **Locksmith** – Omega Security Solutions, 256 Hyde Street Yarraville 3013 Phone 9689 3488

**Office Use**

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

**Omega Security Solutions Pty Ltd**  
**256 Hyde Street Yarraville 3013**  
**Ph: (03) 9689 3488 Fax: (03) 9687 9897**  
**SMcNaughton@omegacorp.com.au**