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## Key/Swipe/Remote Request Form

Name: \_\_\_\_\_

Are you the: Owner / Real Estate Agent/Tenant (Please circle)

If you are an Agent, please supply Agency Name:

\_\_\_\_\_

If you are an Owner/Tenant, please supply  
Managing Agent Name & Contact number:

\_\_\_\_\_

Lot No.: \_\_\_\_\_ Apt No.: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Apt Key ☐ Garage Remote ☐ Entry Swipe or Fob ☐ Car Stacker Key / Fob ☐

(Please place quantity in box)

Key code (If known): \_\_\_\_\_

Additional works required: \_\_\_\_\_

\_\_\_\_\_

Nominated delivery address: (A different address to your property is preferred):

\_\_\_\_\_

\*Please note our office will post the key via registered post

**I agree to pay for the cost of the key/remote and all other associated costs necessary to have the key or remote ordered and posted to my nominated address.**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use

Date Received: \_\_\_\_\_ Date Invoiced: \_\_\_\_\_ Inv# \_\_\_\_\_ Date Paid: \_\_\_\_\_

Owner/Agent Verified: Yes ☐ staff initial: \_\_\_\_\_

Ordered – Keys: \_\_\_\_\_ Swipes: \_\_\_\_\_ G/Remote: \_\_\_\_\_

Date Sent: \_\_\_\_\_ Tracking#: \_\_\_\_\_

PLEASE EMAIL THE COMPLETED INFO TO: [admin@ausbodycorp.com.au](mailto:admin@ausbodycorp.com.au)

