

APARTMENT KEY ORDERING PROFORMA
'EUREKA TOWER' – P.S. 437659C - SYSTEM NO: HN1088
7 Riverside Quay, Southbank Vic 3006

EUREKA



STEP 1 – Fill in your details. (Please USE BLOCK PRINT AND BLACK PEN)

Full Name Mr/Mrs/Ms/Miss/Dr: Apt No.
Address Postcode:.....
Email address:: Contact Number:.....
Residents Signature:..... Dated:.....

STEP 2 – Are you a TENANT? No ☐ Yes ☐ If Yes, see below.

IMPORTANT: *TENANTS are to provide this form to their leasing agent for approval. Approved forms must be signed by leasing agent and accompanied by a signed lease agreement*

Name of Leasing Agent: **Leasing Agent Company:**

Leasing Agent Signature:

STEP 3 – No. of Apartment Keys Required? - **\$23.00** each (inc.GST)

Key Code: **E**..... Quantity Required:
(The Key Code and number is found on your key)

☐ Please call me when my key is ready to be picked up from Omega Corporate Security

☐ Please deliver my keys to the relevant apartment at Eureka Tower.

*If you wish to have your order returned to Eureka Tower the cost is **\$15:00** for Registered post (1-10 days) or **\$22.00** Express Post. (Circle express post if required.)*

STEP 4 – Payment

☐ **Credit Card:** Name:..... Type (visa/master etc).....

Card Number: Expiry Date:

☐ **By Invoice:** Please invoice me. (Invoice will be sent by Omega to email address provided.)

STEP 4 – Return order form to Concierge and Building Management will check the relevant details and sign below. All orders must be signed by Building Management.

Building Management (Signature)

STEP 5 – Building Management send order to Omega Corporate Security who process the order.

Omega Corporate Security: 256 Hyde Street, Yarraville, VIC 3013 P 9689 3488

Office Use only

C.S.P No. _____ Assigned to _____

Date Entered. _____ Date Completed _____

Entered by _____ Completed _____