

**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:.....

Phone Number: (BH): ..... Mobile Number:.....

**Are you a TENANT?:** ..... **Leasing Agent Company:** .....

**Name of Leasing Agent**..... **Leasing Agent Signature:** .....

**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*

**RESIDENT SIGNATURE:**.....**DATED:**.....

**STEP 2 – No. of Apartment Keys Required? - \$13.50 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 please include; \$10:50 for Registered post*

**STEP 3 – Payment by Credit Card:**

Name on Card: ..... Type: .....

Number: ..... Expiry Date: .....

**STEP 4 – Forward order form to Concierge and Building Management will check the relevant details and sign below.**

Building Management (Signature)

**STEP 5 – Once Building Management signs your order form it will be faxed directly to Omega Corporate Security. Omega Corporate Security will then supply and deliver your key(s) to you or advise you when they are ready for collection.**

**Omega Corporate Security:** 256 Hyde Street, Yarraville, VIC 3013 **P** 9689 3488 **F** 9687 9897

**Office Use only**

C.S.P No. \_\_\_\_\_ Assigned to \_\_\_\_\_

Date Entered. \_\_\_\_\_ Date Completed \_\_\_\_\_

Entered by \_\_\_\_\_ Completed \_\_\_\_\_