



## 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:

\_\_\_\_\_

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

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

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

\_\_\_\_\_

Apt Key \_\_\_\_\_ Garage Remote \_\_\_\_\_ Entry Swipe or Fob \_\_\_\_\_ Car Stacker Key/Fob \_\_\_\_\_

*(Please place quantity next to the type of Key/Fob/Remote/Swipe)*

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: [info@altitudebcm.com.au](mailto:info@altitudebcm.com.au)