



**VICTORIA
BODY CORPORATE
SERVICES PTY LTD**
your strata care company

64 Fennell Street
Port Melbourne Vic 3207
Locked Bag 1291
Port Melbourne Vic 3207

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t. (03) 8531 8100
f. (03) 8531 8190
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www.vbcs.com.au

SECURITY KEY / SWIPE / REMOTE REQUEST

DATE : / /

ADDRESS

LOT/UNIT NO.

REQUEST FROM :

NAME Mr Mrs Ms Miss
 Owner Estate Agent

CONTACT DETAILS :

PHONE :

EMAIL :

REQUEST FOR

KEY ENGRAVED SERIAL NO HOW MANY
 SWIPE CARD/ENTRY FOB HOW MANY
 REMOTE CONTROL UNIT HOW MANY

ACCESS FOR :

CAR PARK / SECURITY GATE / GARAGE
 MAIN ENTRANCE APARTMENT

COLLECTION DETAILS

COLLECT FROM LOCKSMITH **OR**

SEND TO : AGENT OWNER TENANT

CONTACT PHONE

EMAIL

DELIVERY ADDRESS :

GENERAL COMMENTS

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We acknowledge that there will be a VBCS processing fee of \$60.50 and hereby authorise the owners maintenance account to be directly charged the cost involved. Separate direct payment to the locksmith will be made upon collection of the key/swipe where appropriate.

Signed/Authorised by AGENT OWNER

OFFICE USE ONLY - 444 CHARGE OUT			
<input type="checkbox"/> DATE COMPLETED / /	<input type="checkbox"/> DATE RETURNED / /		
OFFICE CONTACT :			
SIGNED OFF			
DATE / /			
PLAN No	LOT/REF No	\$	MANAGER