**Willsmere PS 326519P**

**Fob / Remote (“Buzzer”) Order Form**

**The electronic fob system records access. The persons to whom access devices are issued are liable for their use. Lost or stolen devices should be promptly reported to the Facility Manager.**

# Your details

Full name:

Lot number:

Email:

Mobile:

 You are the: Owner

 Leasing Manager **attach proof of current management authority and lease**

 Tenant **attach proof of current residential tenancy agreement**


# Your order

Security fob $45.00 each Quantity required:

Security remote $76.00 each Quantity required:

# Total cost: $

1. **Payment details**

 **CHEQUE** **Made out to 326519P**

 **DIRECT DEPOSIT** **Proof of payment must be attached**

**ACCOUNT NAME** Willsmere 326519P

**ACCOUNT NUMBER** 217973411

**BSB** 183334

**REFERENCE** (fob/Lot number) e.g. fob/123

## Date payment completed

1. **Please forward this completed form and attachments to MICM Property**

**Mail**: Level 1, 178 City Road, Southbank, Victoria 3006

**Email**: ocadmin@micm.com.au

Upon receipt of the order form, payment and other applicable documentation, OC Management will approve and forward the order to the **Facility Manager** to prepare the device(s) ordered. **The facility manager will then advise you when they are ready for collection**. For any queries, please contact the **Owners Corporation** on **03 9697 8888,** **ocadmin@micm.com.au****,** or the **Facility Manager** on **Ph:** **0466 554 534,** **facility.manager@willsmere.net****.**

## Office Use

Received By:       Signature: ……………………………… Date:

Fobs Issued:       Buzzers Issued:       Date Dispatched: