



Grand Central Apartments

Mailbox Key and Lock Replacement Order Form**Step 1 – Your Details****Note: Applications from tenants cannot be accepted.**

Name: _____ Lot/Unit number: _____

Delivery address for keys: _____

Postcode: _____

Phone (BH): _____ Mobile: _____

☐ (✓) Owner
 ☐ (✓) Agent*
 Email _____

*Attach a signed copy of the lease agreement or written approval from the owner.

Signature: _____ Date: _____

Step 2 – Requirement
☐ (✓) Replacement key(s)
 Lock code (4 digit number): CC _____

Stamped on mailbox lock.

☐ (✓) Replacement lock
Step 3 – Calculate Total Payment

Tax Invoice – ABN 55 795 399 676

Select required hardware	1 key	@ \$20.35 each	\$ _____
	2 keys (as a pair)	@ \$31.35 / pair	\$ _____
	Lock (excluding keys)	@ \$39.60 each	\$ _____
Select one postal option	Regular post (keys only)	@ \$2.20	\$ _____
	Priority post (keys only)	@ \$2.50	\$ _____
	Parcel post	@ \$9.08	\$ _____
	Express post	@ \$11.61	\$ _____
	Civism handling fee		\$ 27.50
Total Payable			\$ _____

Step 4 – Select Payment Option**a) Electronic Funds Transfer**Bank: **Macquarie Bank** Account name: **PS331362S** BSB: **183-334** Account Number: **246219679**Reference: **Lot [insert unit number]****b) Cheque made payable to Owners Corporation 331362S.****Step 5 – Submission**For payment by EFT, send form and payment receipt to
Civism Property Services:

Email: melbourne@civism.com.au

For payment by cheque, send form and cheque to:

 Civium Property Group
 Unit 39, 574 Plummer Street
 PORT MELBOURNE VIC 3207
Step 6 – Key Pickup

Take a copy of this form and payment receipt to the Building Manager to pick up your key(s).

Mailbox key receipt acknowledgement:

Name: _____ Signature: _____ Date: _____