



Grand Central Apartments

Building Access Token Order Form**Step 1 – Your Details****Note: Applications from tenants cannot be accepted.**

Name: _____ Email: _____

Company name (if applicable) _____

Address: _____

Postcode: _____

Phone (BH): _____ Mobile: _____

☐ (✓) Owner ☐ (✓) Agent* Email _____

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

Lot/Unit number: _____

Step 2 – Calculate Total Payment

Tax Invoice – ABN 55 795 399 676

Number of building access tokens _____ @ \$12.70 each (incl. GST) \$

Civium handling fee \$ 27.50

Total Payable \$**Step 3 – 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 4 – Submission**

For payment by EFT, send form and payment receipt to Civium Property Services.

Email: melbourne@civium.com.au

For payment by cheque, send form and cheque to:

Civium Property Group
Unit 39, 574 Plummer Street
PORT MELBOURNE VIC 3207**Step 5 – Access Token Pickup**

Take a copy of this form and payment receipt to the Building Manager to pick up access token.

Building access token receipt acknowledgement:

Name: _____ Signature: _____ Date: _____