



## Grand Central Apartments

**Apartment Key & Barrel Order Form – System AH417HN****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 – Key Number**System code: **AH417HN** Key code (apartment number): \_\_\_\_\_**Step 3 – Calculate Total Payment**

Number of keys	_____	@ \$17.50 each	\$
Lock barrel		@ \$108.62 each	\$
<input type="checkbox"/> (✓) Pickup (\$0.00)	<input type="checkbox"/> (✓) Registered Post (\$12.50)	<input type="checkbox"/> (✓) Express Post (\$20.00)	\$
Civism handling fee			\$ 27.50
<b>Total Payable</b>			<b>\$</b>

**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 – Authorisation**

Present this form to the Owners Corporation Manager to authorise your purchase. Once the form has been authorised it will be forwarded to Omega Corporate Security for manufacture, and pickup or delivery.

**OWNERS CORPORATION AUTHORISATION**Civism Property Group, Unit 39, 574 Plummer St Port Melbourne VIC 3207  
Email: melbourne@civism.com.au T: +61 1300 724 256Signature: \_\_\_\_\_  
Ashleigh Britnell Date: \_\_\_\_\_**Step 6 – Pickup/Delivery****Pickup**Omega Corporate Security  
256 Hyde St, YARRAVILLE VIC 3013Contact: Colin Hobday  
T: (03) 9689 3488**Delivery**Keys should be posted directly to your address in  
7-10 days.