



# Order Form – Remotes/Keys/Fobs

PLEASE RETURN TO – wa@mmj.com.au OR PO BOX 7957,  
Cloisters Square, Perth WA 6850

## Property Details:

Strata Plan  Unit  Lot

Property Address

## Owner/Agent Placing Order:

Owner  or  Authorised Agent (if applicable)

Name  Agent Name

Phone  Email

Signature

Please note once signing this request you, as the Owner/Agent, are authorising MMJ Real Estate to charge the above-mentioned lot for the total cost of the Remote/Keys/Fobs ordered, inclusive of any admin processing fees noted in the individual management agreement of the Strata Company.

### WAS YOUR OLD REMOTE/SWIPE CARD LOST, STOLEN OR DAMAGED?

- Yes, my device was lost, stolen or broken, ID number/s to be cancelled
- No, I just need an extra device

## Details of Device:

Device Description - Key, Remote, Swipe or Fob	Location Device Used - Lobby, Front Gate, Rear Gate	Qty	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Please note an invoice will be forwarded to the Owner/Property Manager once device has been issued and payment is required within 7 days.</i>			TOTAL COST <input type="text"/>

## Method of Collection:

Registered Mail  or  Collection from MMJ Real Estate Office Person name listed below, must show photo ID upon collection.

An additional fee of \$13.00 will be charged to the lot owner

Address Post To

Name

MMJ Real Estate will not be held liable for any devices lost in the post, the owner will be responsible to pay for another device should it get lost in the post.

If the order is not collected within 14 business days of receiving confirmation, the order will be canceled.

### OFFICE USE ONLY

Device & Serial Number Issued  Issue Date

Collected Date

Collected By (Name)  Signature

Photo ID Checked & Attached

Invoiced

Signature of Staff Member