



Please complete this application form to order access devices such as restricted keys, swipe cards and remote controls for your property. Orders will only be accepted from the property lot owner or their authorized representative ie: agent. Some access devices such as Restricted Keys must be ordered through a buildings exclusive locksmith who will contact you directly to complete your order and confirm costs, as they vary between each locksmith. APG often holds stock at hand and can have your order ready for pick up within 2 working days. Please check your access device is working within 14 days, as no product returns accepted thereafter.

**COMMON DOOR KEY / SWIPE / REMOTE REQUEST**

**DATE :** ...../ ..... / .....

ADDRESS .....

LOT/UNIT NO. ....

**REQUEST FROM :**

NAME  Mr  Mrs  Ms  Miss .....  
 Owner  Estate Agent

**CONTACT DETAILS :**

PHONE : .....

EMAIL : .....

**REQUEST FOR**

**KEY** HOW MANY .....

**SWIPE CARD/ENTRY FOB** HOW MANY .....

**REMOTE CONTROL UNIT** HOW MANY .....

**ACCESS FOR:**

CAR PARK / SECURITY GATE / GARAGE  
 MAIN ENTRANCE  APARTMENT

**COLLECTION DETAILS**

**I WILL PICK UP (Contact Aligned Property Group) OR**

**SEND TO :**  AGENT  OWNER  TENANT

CONTACT PHONE .....

EMAIL .....

**DELIVERY ADDRESS:** .....

**GENERAL COMMENTS**

.....  
 .....

**Signed/Authorised by** .....  AGENT  OWNER

**Email form to:** [info@alignedproperty.com.au](mailto:info@alignedproperty.com.au)

<b>OFFICE USE ONLY - CHARGE OUT</b>			
<input type="checkbox"/> DATE COMPLETED .....	.....	<input type="checkbox"/> DATE RETURNED .....	.....
OFFICE CONTACT : .....			
SIGNED OFF .....			
DATE .....			
<b>PLAN No</b> .....	<b>LOT/REF No</b> .....	<b>\$</b> .....	<b>MANAGER</b> .....