



WEST VILLAGE

BRISBANE

KEY ORDER FORM

If you require an extra set of keys, please follow the steps below:

1. Complete all fields in this form. Key orders will only be accepted from the Lot owner or authorised managing agent for security reasons. Tenants, please contact your lessor or agent for their assistance.
2. Full payment is required upon key order to the following account:
Sekisui House Mast General Account
BSB: 032002
ACC: 955667
Reference: [Unit number] keys
3. Return this form together with the bank transaction receipt to your Building Manager.
4. Please allow 5-7 business days for key order to be processed. Once your order is ready for collection, you will be notified by the Building Manager.

Resident Name:

Building Name:

Contact Number

Apartment Number:

Owner

☐

Agent

☐

Email Address:

Key Order:

Apartment Entry Key \$70:

Qty:

\$

Building Access Fob \$40:

Qty:

\$

Car Park Gate Remote \$90:

Qty:

\$

(Park & Lexington only)

Mailbox Key \$40 (2 keys inc.):

Qty:

\$

TOTAL AMOUNT:

\$

Signature:

Date:

LivKey OFFICE TO COMPLETE

Payment Confirmed:

Amount:

Payment Date:

Keys Collected By:

Full Name:

Signature:

Date:

