



CORPORATE KEYS CORPORATE APARTMENT BOOKING REQUEST FORM

Please complete the following details indicating your preferred property, dates of occupation and personal or company details. Please fax to Corporate Keys Reservations on +64 4 4626853 or scan and email to bookings@corporatekeys.co.nz

We will endeavor to confirm your booking request within 4 business hours. Business hours are 9am to 5pm Monday to Friday (New Zealand Standard Time). This will assist us in preparing the required Licence to Occupy and your commencement invoice for your stay with Corporate Keys.

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Preferred Properties:

1st Choice: _____

2nd Choice: _____

Is Car Parking required: YES / NO

Reservation by Company (please provide Company details as below)

Registered Business Name: _____

Registered ABN (Australia Only): _____

Registered Business Address: _____

Business Telephone: _____

Accounts Contact Person: _____

Accounts Contact Email: _____

OR

Reservation by Individual (please provide personal details as below)

Full Name: _____

Usual Residential Address: _____

Occupation: _____

Reason for your stay in Melbourne: _____

Primary Guest Details:

Name: _____

Phone: _____

Email: _____

Total Number of Guests: Adults: _____ Children (specify ages): _____

Booking Contact:

(If not Primary Guest)

Name: _____

Phone: _____

Email: _____

Arrival Date: / /

Anticipated Vacate Date: / /

Please note invoicing will commence from property availability date rather than arrival date. All properties are subject to availability at time of booking. Invoicing must commence within 48 hours for properties shown as available "immediately" Minimum stay 29 nights.

This Credit Card Authorisation forms part of the Corporate Keys Residences Application form:

Payment Authorisation Form

Name: _____

Step 1 - Payment of Security Deposit (Fill in Credit Card details below)

Please note if your requested check-in is within the next 7 business days, a credit card number is required for Corporate Keys to process this booking request.

Card Number: _____

Expiry Date: _____ 3 or 4 Digit Code: _____

Name of Cardholder: _____

Cardholder Telephone Number: _____

I authorise Corporate Keys International Pty Ltd to debit this credit card for the amount equivalent to two (2) weeks rental for the property to be held as a Security Deposit. I understand that should Corporate Keys accept my booking request I will be emailed a booking confirmation number. The security deposit payment will be deducted immediately from my nominated card.

In the event of a confirmed booking request then being cancelled by the applicant more than 14 days prior to the arrival date, a cancellation fee of \$110 inc of GST will be charged to cover administration costs. In the event of a booking being cancelled less than 14 days prior to the arrival date, a cancellation fee equivalent to one week's rental will be charged.

Please note that credit card payments will attract a non-refundable 2% surcharge on the gross amount.

Signature of Cardholder: _____