



CORPORATE APARTMENT - APPLICATION FORM

Please complete the following details indicating your preferred property, dates of occupation and personal or company details. Please fax to Corporate Keys on +61 3 9646 0474 or scan and email back to your Reservations Consultant. This will assist us in preparing the required Licence to Occupy and commencement invoice for your stay with Corporate Keys.

Preferred Properties:

1st Choice: _____

2nd Choice: _____

Is Car Parking required:

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 28 nights.

Preferred Ongoing Method of Payment:

~~~~~(Please U^|^&)

*Please note that credit card payments will attract a 2% surcharge on the gross rental*

**How did you hear about Corporate Keys?** If you were referred, by who? \_\_\_\_\_

To be completed and returned with the Corporate Apartment Application Form

## Credit Card Authorisation Form

Name: \_\_\_\_\_

### Please provide credit card details:

\_\_\_\_\_ (Please Use ^&@)

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

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ 3 or 4 Digit Code: \_\_\_\_\_  
(MM/YYYY)

Name of Cardholder: \_\_\_\_\_

Cardholder Telephone Number: \_\_\_\_\_

I authorise Corporate Keys Australia 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.

A Licence to Occupy and together with a Commencement Invoice will be prepared by Corporate Keys. Corporate Keys require full payment together with the signed Licence to Occupy within 24 hours or cancellation charges will apply as below. \*

Please tick here to authorise the use of this credit card for the first rental invoice.

Please tick here to authorise the use of this credit card for all future rental payments.

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YYYY)

### \* Cancellation Charges

By submitting this application form you are agreeing to the following charges should you decide to cancel your booking: For cancellations more than 14 days prior to the arrival date, a cancellation fee of \$110 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. If Corporate Keys successfully secures a new tenant the Guest will be refunded any rental for the period that is paid for by the new tenant. The fee for this service is \$110 (incl. GST) to cover administration costs. This fee is only applicable if Corporate Keys is successful in securing a tenant to cover the cancellation period.