



## FB01 Fob Order Form

The communal doors are accessed using a proximity fob. These need to be presented to the external entry panel to release the door lock. All fobs remain the property of the residents management company.

For security reasons, door entry fobs will **only** be supplied to leaseholders on receipt of this signed order form.

**Please ensure that all boxes have been completed before submitting this form**

|                  |  |
|------------------|--|
| Name             |  |
| Property address |  |

Please issue me with the following fob(s) to access the communal door at a cost of £26 per fob. (£20 refundable deposit\* and £6 programming and processing fee) \*if fob returned within 24 months of issue

Please assign a unique name to each fob e.g. "Jane" or "Letting Agent" so that the fob may be identified and de-activated if lost.

Fob No.                      Unique Name/Reference

|   |  |
|---|--|
| 1 |  |
| 2 |  |

Please de-activate the following fob(s) that have been lost/stolen (if applicable)

Fob No.                      Unique Name/Reference

|   |  |
|---|--|
| 1 |  |
| 2 |  |

Address to deliver fob to (if no address is provided the fob will be sent directly to the property address)

|  |
|--|
|  |
|--|

There are two options for payment:

**Cheque:** Payable to "Block Management Ltd"  
(posted to 15 Windsor Road, Swindon, SN3 1JP with completed form)

**Bank transfer to:**  
Block Management Ltd  
Sort Code: **60-83-71**  
Account number: **05448414**

Please use your flat number and first line of your address as reference followed by "fob" (e.g. 5Highstreetfob) and email a PDF copy of this form to [admin@blockmanagementltd.co.uk](mailto:admin@blockmanagementltd.co.uk)

|   |  |
|---|--|
| Signed by Leaseholder of the above property |  |
|---|--|

|      |  |
|------|--|
| Date |  |
|------|--|

|                        |                            |                            |                            |
|------------------------|----------------------------|----------------------------|----------------------------|
| <b>Office use only</b> | P <input type="checkbox"/> | D <input type="checkbox"/> | O <input type="checkbox"/> |
|------------------------|----------------------------|----------------------------|----------------------------|