



## 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 +61 3 9646 0474 or scan and email to [bookings@corporatekeys.com.au](mailto:bookings@corporatekeys.com.au)

We will endeavor to confirm your booking request within 4 business hours. Business hours are 9am to 5pm Monday to Friday (Australian Eastern Standard Time).

This will assist us in preparing the required Licence to Occupy and your commencement invoice for your stay with Corporate Keys.

**Preferred Properties:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**Is Car Parking required:** YES / NO

**Reservation by Company** (please provide Company details as below) \* **are required field.**

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) All fields are required.

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.*

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



This payment authorisation forms part of the Corporate Keys Application form:

## Payment Authorisation Form

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

### Payment of Security Deposit (Fill in Credit Card details below)

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

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

Expiry Date: \_\_\_\_\_ 3 or 4 Digit Code: \_\_\_\_\_

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. 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 booking being cancelled more than 14 days prior to the arrival date, a cancellation fee equivalent to one night's rental 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 tick here to authorize for the full amount of all future invoices to be deducted from this credit card on the due date.

A invoice will be emailed to you 2 weeks prior to the due date. Should we not hear from you payment will be deducted on the due date which will be clearly identified

Signature of Cardholder: \_\_\_\_\_