


LR Reed is pleased to introduce Keyzee as a new access device ordering procedure for your building. We are excited to help lot owners and managing agents simplify the process of ordering keys, fobs, swipes and remotes, as well as offer the option of paying for your orders via credit card or bank transfer.

We are confident this new method of issuing access devices will provide a far more efficient and streamlined service to all our buildings.

How to Place Your Order:

- Visit the LR Reed website at www.lrreed.com.au, click on the Resources drop down menu and select 'Order an Access Device' which will direct you to the LR Reed Keyzee web page for ordering access devices for your building.

- Type in your building street address to find your property.
Please do not put in your apartment/suite number when searching for your address.
*For example, 123 Smith Street and **not** 4/123 Smith Street*

 TIP: Try typing the street name without a number if the address hasn't appeared in the drop down list.

- Select your building from the dropdown list and follow the prompts to place your order.

***For tenants:** once you have placed your order, your Managing Agent will receive an email from Keyzee with a link to approve the order. Please contact your Managing Agent directly to confirm they have received the link and have approved the order so it can be put through for processing.*

- Payment is made for your order through Keyzee secure online payment system.

***For Managing Agents:** there is an option to select 'bank transfer' at the checkout and an invoice will be emailed to you along with confirmation of your order.*

Delivery:

- Once payment has been received for your order and it has been approved by LR Reed as Owners Corporation Managers, Keyzee will process your order. Most orders will be dispatched within two (2) business days of approval been provided by LR Reed.
- If you have ordered a key, please allow 7-10 business days as all keys are made to order by the locksmiths.
- For those applicable buildings with an onsite building manager, Keyzee will send notification to your email and the building manager to arrange for collection.

If you have any questions regarding your order or you are having technical difficulties using the online ordering system, please contact Keyzee directly via email at support@keyzee.com.au or alternatively phone 1800 531 464.