

Reports Order Form



To: Roscon Property Maintenance Pty Ltd
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FORM	24
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Maintenance Plan Budget	Initial Report	Annual Report
Safety Report	Initial Report	Annual Report
Insurance Assessment Report	Initial Report	
Glazing Audits	Initial Report	
Pre Purchase / Defects Inspections	Initial Report	
Maintenance	Initial Report	
Depreciation	Initial Report	
Essential Services Annual Inspection		

Applicants Details

Name	Contact No.	Fax No.
Company		Email
Address		Post Code

Property Information

Building Name.	Body Corporate No.		
Address			
Suburb/City	Post Code		
Building Age	Years	No. of Units	No. of Levels (Including Car Parking)
			No. of Levels (Car Parking)
Residential	Retail	Commercial	Industrial
Property Contact Details			GST Registration
Do they wish to meet on site: Yes			Yes
No			No
Availability of keys, Property Contact			

Disclosure Statement

It is the responsibility of the Property Owner / Manager to inform us of any pre existing conditions, rules, defective works, works in progress, etc. that may affect the services that we are requested to provide.

Maintenance Plan Budget & Insurance Risk Assessment Only (Applicable to Bodies Corporate Only)

Budget Commencement Date	Policy Commencement Date
Maintenance Plan Budget Starting Value: \$	(GST Inclusive)
<u>Property Manager to Provide the following</u>	
<ul style="list-style-type: none"> List of individual unit liabilities Plans of the property 	

Signature

Date