

# Reports Order Form



ROSCON GROUP OF COMPANIES

To: Roscon Property Services Pty Ltd  
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FORM	24
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- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Maintenance Plan Budget            | <input type="checkbox"/> Initial Report | <input type="checkbox"/> Annual Report |
| <input type="checkbox"/> Essential Safety Measures          | <input type="checkbox"/> Initial Report | <input type="checkbox"/> Annual Report |
| <input type="checkbox"/> Occupational Health & Safety       | <input type="checkbox"/> Initial Report |  |
| <input type="checkbox"/> Insurance Assessment Report        | <input type="checkbox"/> Initial Report |  |
| <input type="checkbox"/> Asbestos Audit                     | <input type="checkbox"/> Initial Report |  |
| <input type="checkbox"/> Pre Purchase / Defects Inspections | <input type="checkbox"/> Initial Report |  |
| <input type="checkbox"/> Maintenance                        | <input type="checkbox"/> Initial Report |  |
| <input type="checkbox"/> Tax Depreciation                   | <input type="checkbox"/> Initial Report |  |

## 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 .....	No. of Units.....	GST Registration <input type="checkbox"/> Yes <input type="checkbox"/> No	
Residential <input type="checkbox"/>	Retail <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>
Property Contact Details .....	Contact No. ....		
Do they wish to meet on site: Yes <input type="checkbox"/> No <input type="checkbox"/>			
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 Owners Corporations Only)

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

Signature .....Date .....

Print Name .....