

Maintenance Order Form



ROSCON GROUP OF COMPANIES

To: Roscon Property Services Pty Ltd
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150 Sydney Road Coburg Victoria 3058
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FORM

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Applicants Details

Name Contact No. Fax No.
Company.....Email.....
AddressPost Code.....

Property Information

Building Name. Body Corporate No.
Address
Suburb/City Post Code
Building Age No. of Units.....
Residential ☐ Retail ☐ Commercial ☐ Industrial ☐
Property Contact Details Contact No.
Do they wish to meet on site: Yes ☐ 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.

Details of Maintenance Required

SignatureDate/...../.....

Print Name