

NEW ZEALAND - WORK ORDER FORM

- | | | |
|--------------------------------------------------------------|---------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Long-Term Maintenance Plan | <input type="checkbox"/> Update | <input type="checkbox"/> Utility Interest Reassessment |
| <input type="checkbox"/> Occupational Safety & Health | <input type="checkbox"/> Update | <input type="checkbox"/> Allocation of Costs |
| <input type="checkbox"/> Asbestos Survey | <input type="checkbox"/> Update | <input type="checkbox"/> Insurance Valuation |
| <input type="checkbox"/> Asbestos Register & Management Plan | <input type="checkbox"/> Update | <input type="checkbox"/> Other _____ |

CORRESPONDENCE TO:

Full Name _____ Company _____
 Telephone _____ Email _____
 Billing Address _____
 Suburb _____ Region _____ Postcode _____

BUILDING INFORMATION:

Building Name _____ Unit Title Plan _____
 Street Address _____
 Suburb _____ Region _____ Postcode _____
 Number of Units _____ Year Built _____ Are Registered Plans Available? ☐
☐ Unit Title Plan ☐ Residential ☐ Commercial ☐ Non Strata
 Is an onsite meeting required? ☐ Name _____ Telephone _____
 Is key access required? ☐ Yes ☐ No Keys are available from: _____

LONG TERM MAINTENANCE PLAN : Please Complete

Financial Year Start Date: _____ Estimated Balance of Start of Financial Year: \$ _____
 Register for GST ☐ Yes ☐ No Total Annual LTMP Levy \$ _____
 Layered Scheme ☐ Yes ☐ No Divided by number of utility interest units: \$ _____
 Are lift refurbishments to be included? ☐ Yes ☐ No Equals annual LTMP levy per utility interest \$ _____
 Is there any additional income applicable to the fund? (e.g. communications towers/signage rentals) ☐ Yes ☐ No
 If so, please specify: Income Source: _____ Amount \$ _____ Per annum _____
 Are there any special by-laws or other issues that may affect the services we are providing? E.g. know defects, works recently/completed in progress, quotes for work, due or in progress, any special Maintenance Contracts) or other maintenance history? Please detail below: _____

Please indicate if any of the following maintenance or costs are the responsibility of the unit owner :

External Painting ☐ Yes ☐ No Roofing ☐ Yes ☐ No Dividing Fences ☐ Yes ☐ No Driveways ☐ Yes ☐ No
 Downpipes/Spouting ☐ Yes ☐ No Air-con ☐ Yes ☐ No Draining/Sewers ☐ Yes ☐ No Water heaters ☐ Yes ☐ No

Final Report Details :

Date report required by: _____ Or: ☐ No Hurry
 Signature _____ Date: _____ Quote Reference: _____

Please fax form back to 0800 136 037 Or email to orders@solutionsinengineering.com

*Please note if plans are not made available, they will be purchased at a cost of \$32.00 to the Body Corporate

Should you have any queries, please do not hesitate to call us on 0800 136 036

Save time and order online through the SIE Portal.

To access visit www.solutionsinengineering.com

All services provided by Solutions in Engineering are supplied on the basis of 'Supply Terms and Conditions' which are available from our office or from our website www.solutionsinengineering.com