

| WORK ORDER FORM | | | | |
|--|--|---|---|-------------------------------------|
| Sinking Fund Plan | | Update | Building Defect Report | |
| Insurance Valuat | tion | Update | Emergency Management Plan | |
| Safety Report | | Update | Fire Warden Training | |
| CORRESPONDENCE TO: | | | | |
| Full Name | | | Company | |
| Telephone | | Email | | |
| Billing Address | | | | |
| Suburb | | State | Postcode | |
| BUILDING INFORMATION: | | | | |
| Building Name | | | Units Plan Number | |
| Street Address | | | | |
| Suburb | | State | Postcode | |
| Number of Lots | | Year Built | Are Registered Plans A | Available? |
| Strata Plan | Company Title | BMC | Community/Neighbourhood Association | |
| Non-Strata | Deposited Plan | Class A Unit Plan | Class B Unit Plan | |
| Is an onsite meeting | required? | Name | Telephone | |
| Is key access required? Yes No Keys are available from: | | | | |
| is key access require | | ☐ No Keys ar | e available from: | |
| SINKING FUND P | LANS: Please c | omplete | | |
| | LANS: Please c | omplete | e available from: | <u>\$</u> |
| SINKING FUND P | LANS: Please c | complete Estin | | \$ \$ |
| SINKING FUND P Financial Year Start | LANS: Please c | complete Estino Tota | mated Balance at Start of Financial Year: | |
| SINKING FUND P Financial Year Start Registered for GST | LANS: Please c Date:/ YesN Yes | complete / Estin o Tota Divi | nated Balance at Start of Financial Year: Il Annual Sinking Fund Levy | |
| SINKING FUND P Financial Year Start Registered for GST Stage development Are lift refurbishments | LANS: Please c Date:/ Yes N Yes to be included? | complete / Estin o Tota □ No Divi] Yes □ No Equ | mated Balance at Start of Financial Year: Il Annual Sinking Fund Levy ded by number of unit entitlements | |
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* Please note if plans are not made available, they will be purchased at a cost of \$22.00 to the Owners Corporation

Should you have any queries, please do not hesitate to call us on 1300 136 036

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

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