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inspection professionals
Property Works™

ORDER REQUEST

☐ **Sinking Fund Forecast**
☐ Option 1 ☐ Option 2 ☐ Option 3

☐ **Sinking Fund and Safety Report**
☐ Option 1 ☐ Option 2 ☐ Option 3

☐ **Safety Report**

☐ **Sinking Fund Review**

☐ **Building Defect Report**

☐ **Pest Report**

Person making application

Name _____ Contact number _____

Email _____

Strata management company _____

Property information

Building name _____ Unit/Strata plan number _____

Street address _____

Suburb/city _____ Post code _____

Date of construction **OR** Strata registration date _____ / _____ / _____
date month year

Number of units/lots _____

Class A ☐ **OR** Class B ☐

Property type

☐ Industrial scheme ☐ Hotel/resort scheme ☐ Commercial/retail scheme

☐ Mixed use scheme ☐ Residential scheme Other _____

Access details

Access to all common areas is required for accurate projections.

Are keys required for access to common property areas: Yes * ☐ No ☐
*Please provide details on key pickup

_____

Owner's corporation representative (name) _____

Contact phone number _____

Do they wish to be met onsite? Yes ☐ No ☐

Sinking Fund Forecast details

Financial year start (Please note your forecast will start from this date) _____ / _____ / _____
date month year

Estimated Sinking Fund balance at financial year start $ _____

Current annual Sinking Fund receipts $_____ Number of unit entitlements _____

Is there any interest earned on investment funds? Yes ☐ No ☐

Additional information

Please provide details of any major defects known, works recently completed or in progress, any quotes obtained for works to be carried out, or other maintenance history which may affect your Sinking Fund Forecast.

Additional services

A Sinking Fund Forecast does not deal with items considered to be managed under an Administration Fund. Items of a recurrent nature (such as swimming pool cleaning, lawn mowing and lifts) and any other annual or regular maintenance type costs are not included in the inspection. If you would like these services included please provide contract details so we can include these expenses in your forecast.

Additional requests (including any upgrades the Owners Corporation is considering in the next 10 years if applicable)

Note: The above additional services form part of our Option 2 and Option 3 products.

Checklist

Please tick the boxes below to ensure you have sent all applicable information.

- ☐ Access details
- ☐ Sinking Fund Forecast details
- ☐ Property plans (if a plan is not provided we will obtain a copy for an additional fee of $20 incl GST)
- ☐ Additional information (if applicable)
- ☐ Additional services (if applicable)

When is the report required? _____ / _____ / _____ Quoted fee (incl GST): $ _____
date month year

Signature _____ _____ / _____ / _____
date month year