

Maintenance Request Form

Property and Lot Owner Information

Body Corporate Name and CTS No.: _____

Address of plan: _____

Lot Number and Unit Number _____

Applicant's Full Name: _____

Telephone: _____ Email: _____

Postal Address: *(Write As Above if the same)* _____

Maintenance Details

Brief Description of required maintenance to the Common Property :

Describe the Exact Location of the Problem:

I (The Applicant) _____

request the consent of the Body Corporate to approve this maintenance to common property.

Signed _____ Date _____

Lot Owner Information

- Prior to lodging your application, we recommend that you review the Body Corporate By-Laws so that you can address any conditions included in the By-Laws.
- Please note that Jensen Property Body Corporate is not authorised to consider your request, it will be forwarded to the Body Corporate Committee for their consideration.
- If approval is granted by the Body Corporate/Committee, it will be subject to any conditions imposed through the Body Corporate By-laws and any conditions imposed by the Committee.
- Please forward your completed application to bodycorp@jensenproperty.com.au or fax to 07 3426 9800.
- An additional fee payable by the owner may be levied to process this request.
- Please note that Jensen Property Body Corporate are not authorised to approve the spending of bodies corporate monies, it will be forwarded to the Body Corporate Committee for their consideration.



Declaration

- I declare that the information provided is true and correct;
- I have reviewed the Body Corporate by-laws and regarding “Refurbishments”, “Noise” and “Damages to Common Property” and that I/we have addressed the relevant conditions of these by-laws in question;
- I will abide by the Body Corporate Committee’s decision and conform to the conditions imposed by the Body Corporate By-laws and the Committee.

Lot Owner/Agent

Signature_____Date_____

Print Name_____

OFFICE USE ONLY:

Administration	Date	Initials
Legibility: Y/N		
Reply Sent to Lot Owner		
Approval Email Sent to CTE		
Approval Confirmed by CTE		
Work Order/Quote Request:		
Update provided to Lot Owner		
Invoice Received/Paid: Y/N		