



### Body Corporate Maintenance Request Form

*This form is for requesting any maintenance to be carried out on Common Property*

**Please NOTE:** We require this written request to be completed before it can be presented to the Committee/Body Corporate for decision.

Matthews Body Corporate Management is not authorised to consider your request or to approve any spending of the bodies corporate monies

Please ensure you have read the by-laws and assessed what scheme you are under (i.e. BFP, SFP or GTP) as the body corporate responsibility for common property is resultant on plan type.

**NOTE: If the committee instructs the Body Corporate Management to obtain quotes, a cost of \$33.00 (Incl. GST) per quote will be charged.**

BUILDING NAME ..... LOT Number .....

BUILDING ADDRESS.....

YOUR NAME ..... Owner/Tenant/Agent/Prospective Buyer

YOUR ADDRESS .....

SUBURB..... STATE ..... P/CODE.....

IS THIS PROPERTY A SECURED BUILDING ..... Y / N .....

**IF YES - WHO IS THE CONTACT PERSON / DETAILS FOR ACCESS**

.....

YOUR PHONE **(required)** ( ) .....YOUR MOBILE **(required)** .....

YOUR EMAIL **(required)**.....@.....

LOCATION OF COMMON PROPERTY MAINTENANCE					
	Roof		External Walls		Swimming Pool
	Stairwell		Balcony		Garage
	Walkway		Grounds		Driveway
	Fence		Doors		Windows
MAINTENANCE CATEGORY					
	Plumbing		Electrical		Carpentry/Handy man
	Cleaner		Gardener		Painter
	Plasterer		Roofer		Concreter
	Balustrading		Graffiti removal		Other

OTHER .....

URGENT? **(required – please circle)**

**YES** – Action Required      **NO** – To be held over until next AGM

DESCRIPTION **(please attach additional page if insufficient space, including photos and quotes if applicable)**

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SIGNED:.....

DATED:.....