



Club Body Corporate Pty Ltd
 8/107 Miles Platting Road, Eight Mile
 Plains, QLD, 4113
 Phone 07 3456 4234 • Fax 07 3456 4299
 Email info@clubbodycorporate.com.au
 ABN 50 078 951 149

Request for Common Property Maintenance

Details of Applicant

Name: _____
 Address: _____
 Home phone: _____ Mobile phone: _____
 Email: _____ Fax: _____
 Your Status Owner Tenant Agent Other

If other please specify.....

Location of Maintenance Required

Property Name _____
 Property Address _____
 Lot No _____

Details of Maintenance:

.....

Is the maintenance URGENT? Yes / No

Are any other units affected? Yes / No

(If yes, please specify).....

Signed:..... Date:.....

Full Name:.....

<u>Office Use Only</u>			
Date Received.....	Request Acknowledged.....	Contractor Advised.....	Quote? Yes / No
Approval Granted? Yes / No	Insurance Claim? Yes / No	Matter Finalised.....	