

**Client information** 

Name

P.O.Box 3933 Robina Town Centre Qld 4230 ABN: 12 106874033 E: admin@excelproperty.com.au M: 0408 649 134

M: 0408 649 134 P: 1300 137 414

## Service request and agreement

(as per contract):						
Contact number/s:						
Email address:						
Postal address:						
Property information						
Property address:						
Type of property: (please tick)	unit	townhouse	house	dual occupancy	duplex (two titles)	commercial
Contact details to ac	cess pro	perty				
Name (builder, agency or tenant):						
Contact number/s:						
Email address:						
Please tick services	required	– all reports and in	nvoices ar	e emailed in PDF forma	t	
Building handover	r inspection	n and report - two	inspection			defects have
Maintenance inspe	ection					
A visual inspection co- issues that are the res	nducted withi ponsibility of	n the maintenance war either builder or owner	rranty period r.	I to check for any concerns with	th the build including any ma	aintenance
		lease complete de depreciation on invest		<b>nge 2)</b> ty. Also known as a quantity s	surveyor's report.	
Payment options						
Electronic Funds Transf	er			Credit Card Payment (Vi	sa or Mastercard only)	
Please <b>use your invoice number as reference</b> . It is located on the top right hand side of your invoice.		the top	Please use your invoice number as reference. It is located on the top right hand side of your invoice.			
BSB: 114-879 Account number: 0417634 Account name: Excel Pro		ıltants		Visit <a href="http://www.excelproperty">http://www.excelproperty</a> online credit card payment. C secure payment over the pho	Contact us on 1300 137 414	a SecurePay to make a
By typing your name belo	ow, you aar	ee that you have re	ead and ur	nderstood the attached In	nspection	

Agreement and Terms of Trade and give authorisation to Excel Property Consultants to proceed with

Date:



Name:

the above services.



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Information for	Tax De	preciation	Schedule
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Date property was made available for rent:			
Please tick if you require a hard copy posted		Please tick if you are registered for GST	
Existing property		New property	
Purchase price:		Construction cost:	
Settlement date:		Date of final payment:	
Approximate date of construction:		Builder:	

## Furniture or renovation information

Provide a detailed list of improvements you have made (ie. new carpet, blinds, solar panels, shed, air conditioning) and/or furniture you have purchased for the rental property that is to be included in the schedule. (attach a separate spreadsheet if you need more room)

Item:	Purchase date:	Cost: