



Service request and agreement

Client information

Name (as per contract):	
Contact number/s:	
Email address:	
Postal address:	

Property information

PROPERTY ADDRESS:	
Type of property: (please tick)	<input type="checkbox"/> unit <input type="checkbox"/> townhouse <input type="checkbox"/> house <input type="checkbox"/> dual occupancy <input type="checkbox"/> duplex (two titles) <input type="checkbox"/> commercial

Contact details to access property

Name (builder, agency or tenant):	
Contact number/s:	
Email address:	

Please tick services required - all reports and invoices are emailed in PDF format

<input type="checkbox"/>	Building handover inspection and report – two inspection process Visual inspection and report noting any defects & compliance issues in the build. Includes a follow up inspection to verify what defects have been rectified by builder.
<input type="checkbox"/>	Maintenance inspection A visual inspection conducted within the maintenance warranty period to check for any concerns with the build including any maintenance issues that are the responsibility of either builder or owner.
<input type="checkbox"/>	Tax depreciation schedule (please complete details on page 2) Detailed report outlining claims for depreciation on investment property. Also known as a quantity surveyor's report.

Payment options - invoices are issued upon completion of report

Electronic Funds Transfer Please use your invoice number as reference. It is located on the top right hand side of your invoice. BSB: 114-879 Account number: 041763426 Account name: Excel Property Consultants	Credit Card Payment (Visa or Mastercard only) Please use your invoice number as reference. It is located on the top right hand side of your invoice. Visit http://www.excelproperty.com.au/shop/checkout for a SecurePay online credit card payment. Contact us on 1300 137 414 to make a secure payment over the phone.
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By typing your name below, you agree that you have read and understood the attached Inspection Agreement and Terms of Trade and give authorisation to Excel Property Consultants to proceed with the above services.

Name:

Date:



