

## **RENOVATION REQUEST / NOTIFICATION FORM**

(Items marked \* are required)

This RENOVATION REQUEST / NOTIFICATION FORM is to be completed by the owner/representative of the unit/lot in which the works are to be undertaken. Upon completion of this form, please submit same to [technical@kooperlevi.com.au](mailto:technical@kooperlevi.com.au) for processing. We request you be as detailed as possible to assist us in dealing with your request.

### **Section 1: General information**

Name*:	
Strata Plan:	
Address:	
Unit / Lot*:	
Contact number(s)*:	

### **Section 2: Works to be undertaken**

The following are schedules designed to assist in your communication of proposed renovations. Please detail the elements of the unit and the way in which they will be modified/affected.

<b>1. Balcony and Courtyards - Containing but not limited to:</b> columns / railings / doors / windows / walls / balcony ceilings / original security doors / original tiles & waterproofing / common wall fencing / dividing fences / awnings within common property / walls of planter boxes
Details / description of works:

<b>2. Ceiling / Roof - Containing but not limited to:</b> False ceiling installation / alterations to existing ceiling / guttering / membranes
Details / description of works:

<b>3. Electrical</b> - Containing but not limited to: Air conditioning system / electric door opener / fuses and fuse board / intercom handset and wiring / general electrical wiring / light fittings / power point sockets / smoke detectors / wiring within walls for telephone, television, internet / television aerial or satellite dish
Details / description of works:

<b>4. Entrance door</b> - Containing but not limited to: Door lock / door furniture / automatic closer / door replacement
Details / description of works:

<b>5. Floor</b> - Containing but not limited to: Floorboards / parquetry flooring / floor tiles / waterproofing / sound proofing floor base
Details / description of works:

<b>6. General</b> - Containing but not limited to: Common property walls / slab dividing two storeys / skirting boards / architraves / cornices / exhaust fan
Details / description of works:

<b>7. Parking / Garage</b> - Containing but not limited to: Electric door opener / doors / hinge mechanism and lock / divider between parking spaces
Details / description of works:

<b>8. Plumbing</b> - Containing but not limited to: Floor drainage / pipes within walls, floor or ceiling / main stopcock / storm water system
Details / description of works:

<b>9. Windows</b> - Containing but not limited to: Window / window furniture / sash cord / window seal / insect-screen / window lock
Details / description of works:

**Section 3: Other information / Notes**

Please add any additional notes if required:

**Please note: Only a written response can be received as progression of your request.**