

Please complete this form to notify any matters requiring *routine* attention. Email your completed form to [newactonsouth@gradystrata.com.au](mailto:newactonsouth@gradystrata.com.au) or hand to the Building Manager who can also be contacted Monday to Friday between 8.00am and 3.00pm on 0402 791 214. You can 'click and type' in the form or fill by hand.

*Urgent* out-of-hours matters should be reported to Grady Strata on (02) 6251 1214.

**YOUR CONTACT DETAILS**

First name		Last name	
Apartment number		Contact phone/mobile	
Email address			

**NOTIFICATION**

**What does your notification/matter relate to?**

<input type="checkbox"/> Maintenance	<input type="checkbox"/> Replace equipment	<input type="checkbox"/> Cleaning
<input type="checkbox"/> Vehicle parking	<input type="checkbox"/> Vehicle access	<input type="checkbox"/> Bikes / scooters
<input type="checkbox"/> Pets / animals	<input type="checkbox"/> Move in / out	<input type="checkbox"/> Noise
<input type="checkbox"/> Emergency lighting	<input type="checkbox"/> Common area lighting	<input type="checkbox"/> Plumbing /water / leaks
<input type="checkbox"/> Fire safety	<input type="checkbox"/> Other	

**Where does your notification/matter relate to?**

<input type="checkbox"/> Building foyer	<input type="checkbox"/> Garage	<input type="checkbox"/> Rubbish room
<input type="checkbox"/> Podium gardens	<input type="checkbox"/> Gym & bathrooms	<input type="checkbox"/> Own apartment / balcony / courtyard
<input type="checkbox"/> Lifts	<input type="checkbox"/> Common corridors	<input type="checkbox"/> Lift foyer on your level
<input type="checkbox"/> Entry / exit doors	<input type="checkbox"/> External area	<input type="checkbox"/> Other

**Date of event (DD/MM/YY)**      /      /

**Any action taken by you?**

Was this matter reported before?	<input type="checkbox"/> Yes - date (DD/MM/YY)      /      /	<input type="checkbox"/> No
Have you taken any action yourself?	<input type="checkbox"/> Yes - outline in the box below	<input type="checkbox"/> No

**Please provide additional information to assist Canberra Strata in managing your notification**

**If your notification relates or refers to another resident your information may need to be disclosed to resolve the matter.**

Signature	
Date (DD/MM/YY)	/      /