



DEPRECIATION REPORT WORK ORDER FORM

Depreciation Report Update Other

CORRESPONDENCE TO:

Full Name _____ Company _____
Telephone _____ Email _____
Billing Address _____
Neighbourhood _____ Province _____ Postal Code _____

B BUILDING INFORMATION:

Building Name _____ Strata Plan No _____
Street Address _____
Neighbourhood _____ Province _____ Postal Code _____
Number of Units _____ Year Built _____ Are Plans & By-laws Available?*
 Townhouses Lowrise (1 - 5 Storeys) Highrise (6 + Storeys) Other _____
Is an onsite meeting required? Name _____ Telephone _____
Is key access required? Yes No Keys are available from: _____

DEPRECIATION REPORT: Please complete

Financial Year Start Date: ____/____/____ Estimated Balance at Start of Financial Year: \$ _____
Operating Fund Contrib. (Previous) \$ _____ Total Annual Current CRF Levy \$ _____
Operating Fund Contrib. (Current) \$ _____ **Divided** by number of unit entitlements: _____
Are lift refurbishments to be included? Yes No **Equals** annual CRF levy per unit entitlement: \$ _____
Is there any additional income applicable to the CRF fund? (eg. Comm's towers or signage rentals) Yes No
If so, please specify: Income Source: _____ Amount: \$ _____ per annum

ADDITIONAL DETAILS:

Please provide further information if any of the following apply: By-laws affecting Depreciation Report content, any known defects, works recently completed or in progress, quotes for work, due or in progress, any special contracts (such as annual painting or lift maintenance) or other maintenance history? Please detail below:

FINAL REPORT DETAILS:

Standard report turnaround time is 6 weeks. If you have a special request please specify due date ____/____/____
Signature: _____ Date: ____/____/____ Quote Reference: _____

Please fax form back to 1 877 778 8705 or email to orders@solutionsinengineering.com

* Please note plans, by-laws and any other agreements that affect the Depreciation Report must be provided at time of order. If they are not available we can purchase them on your behalf at the Land Registry at cost.

Should you have any queries, please do not hesitate to email us now at

**enquiry@solutionsinengineering.com
Ph: 1-877-778-8706 Fax: 1-877-778-8705**

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