



Tattoo Apartments – Moving Damage Remediation

Move to/from Apartment _____

Date: ___/___/___

During your move on <date> we noted that damage was caused to the common area. This damage was noted on the post move inspection.

As per the moving agreement form that you signed that remediation arrangements must be made and agreed to by the Body Corporate within 5 days of the damage occurring and this remediation completed within 10 days of the damage occurring.

The following items/areas must now be repaired at your cost:

You must within the five day limit:

1: Advise the body corporate managers of your plans to remedy the damage or if you wish the Tattoo Body Corporate to do so on your behalf. As per your moving agreement, the repairs can only be made by qualified tradespeople that are acceptable to the Body Corporate.

2: Advise the body corporate managers of the date the repairs will take place and the duration, so that the body corporate managers may advise residents as to repairs being undertaken.

3: Discuss and organise access for the tradespeople undertaking the repairs if you have moved out.

<delete one> Should you have any questions, please contact me as the Body Corporate Duty Person who inspected your move on _____

<or> Should you have any questions, please contact the Body Corporate Managers on _____

Regards

<Name>

On behalf of the Tattoo Body Corporate