

# Internal Improvements:



To: Roscon Property Maintenance Pty Ltd  
 ABN 60 108 876 617 ACN 108 876 617  
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|       |    |
|-------|----|
| FORM: | 52 |
|-------|----|

|                                  |  |
|----------------------------------|--|
| <b>Property Address</b>          |  |
| <b>Unit/Lot/Apartment Number</b> |  |
| <b>Strata Plan Number</b>        |  |
| <b>Lot Owner</b>                 |  |

| <b>Mortgagor</b> | <b>Current Estimated Value of Mortgage</b> | <b>Date of the Mortgage Estimate</b> |
|------------------|--|--------------------------------------|
|                  | \$.....                                    | .../.../....,                        |

It is a requirement that all improvements that have been performed within a Unit/Lot/Apartment be recorded and that the record be maintained within the Owners Corporation Managers office. The record is designed to be proof that the improvements have been performed and completed thereby increasing the value of the specific Unit/Lot/Apartment. This information is required for insurance purposes, in the event of total destruction of the Unit/Lot/Apartment. Please provide any evidence that would substantiate the improvements that are detailed below.

| <b>No.</b> | <b>Improvement</b> | <b>Date Completed</b> | <b>Value Including GST</b> |
|------------|--------------------|-----------------------|----------------------------|
| 1.         | .....<br>.....     |                       |                            |
| 2.         | .....<br>.....     |                       |                            |



| No. | Improvement   | Date Completed | Value Including GST |
|-----|---|----------------|---------------------|
| 3.  | <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> |                |                     |
| 4.  | <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> |                |                     |
| 5.  | <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> |                |                     |
| 6.  | <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> |                |                     |
| 7.  | <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> |                |                     |

|                                       |                          |                          |                          |
|---------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>Proof of Improvements provided</b> | <b>Invoices</b>          | <b>Photos</b>            | <b>Receipts</b>          |
|                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Upon completion of the information sheet, Post it to Your Owners Corporation Manager. All information provided will be strictly confidential, in line with the privacy policy of your Owners Corporation Management company.

Signed.....

Date...../...../.....

