

MINOR DEFECTS NOTICE

Contract Number:

Date:

PARTIES

Builder

Company Name:

ABN:

Notice details:

Address:

Attention to:

Email:

Customer (s)

Name (s):

Notice details:

Address:

Attention to:

Email:

SITE ADDRESS

Address:

PURPOSE OF THIS DOCUMENT

This document notifies that the Works will soon reach, or have reached, Completion. Inspection of the Site has been carried out by the Builder prior to issuing this document, and Part A lists minor defects or omissions which, in the Builder's opinion, exist at the time this document was prepared. The Customer is to return this form within 5 days of receipt of this document, having completed Part B. If the Customer does not return this form within 5 days, the Customer accepts that the Works are free of defects or omissions, other than those (if any) listed in Part A.

PART A - MINOR DEFECTS AND OMISSIONS (IF ANY) IDENTIFIED BY THE BUILDER

Item No.	Description	Approx date for rectification
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Signed by or on behalf of the Builder:

Signature:

Date of signature:

PART B - MINOR DEFECTS AND OMISSIONS (IF ANY) IDENTIFIED BY THE CUSTOMER

Item No.	Description	Approx date for rectification

Signed by the Customer:

Signature:

Date of signature:

ORIGINAL - BUILDER

1ST COPY - SUPERVISOR

2ND COPY - CUSTOMER