

Moving Damage Remediation Form

Montreaux Body Corporate

164 The Terrace, Wellington 6011, New Zealand

www.montreaux.co.nz

Date:

Re: Move from level _____ to level _____

Dear _____

With regards to your move on _____ we noted during the post-move inspection that damage has been caused to Common Areas during the move.

We remind you of the Moving Agreement form you signed where it stated that remediation arrangements must be made within 5 days of the damage occurring, and remediation completed within 30 days of the damage occurring.

We now ask that the following items or areas be repaired:

We request that you:

1. Advise the Building Manager during business hours if you are to pursue remediation using your own trades people or if you wish the Building Manager to arrange repairs on your behalf.
2. Advise the Building Manager of the date that remediation activities will take place, so that the Building Manager may advise affected Residents, should you be making your own arrangements with trades people.
3. Advise the Building Manager as to how access is to be gained to Montreaux if you have moved out and are no longer able to escort and supervise trades people yourself.

Should you have any questions or concerns please contact the [Building Manager](#)