

REQUEST TO INSTALL OR CONDUCT WORKS AT THE PROPERTY

TO PORTSIDE PROPERTIES:

TENANT'S NAME:

DATE:

ADDRESS:

SIGNATURE:

INFORMATION ON WORKS

LOCATION:

PROJECT DETAILS:

*Provide as much detail as possible including brand names, picture diagrams, floor plans that will assist decision making.

CONTRIBUTION OF PAYMENT:

*Outline who will be paying for the work, or what portion you may be willing to contribute.

RELEVANT SKILLS OR LICENCES OF THOSE WHO WILL COMPLETE WORKS:

*Specify any skills, experience and licences you or the person has carrying out the works has.

*Please note: All requests are subject to the lessor's approval in writing. Please do not commence any works until you have received approval from Portside Properties.



**PORTSIDE
PROPERTIES**