

## **CONTRACTORS AGREEMENT WITH C. F. STRATA MANAGEMENT**

The purpose of this agreement is to provide clear guideline as to what is expected by C F Strata Management in relation to services provided by contractors / tradesman to our Clients.

The agreement is between R D Wedd Pty Ltd Trading as C F STRATA MANAGEMENT and the contractor being

.....

### **WHAT IS REQUIRED OF OUR PREFERRED CONTRACTORS / TRADESMAN.**

1. Present themselves in a clean and tidy manner.
2. Conduct themselves in a polite and professional manner.
3. Contact the client promptly within **48hrs** and advise C. F. Strata Management if there has been a delay in contacting the client, and reasons for same.
4. Attend to **Urgent Works** requested as a matter of urgency, within say **3 hours**, unless otherwise stated.
5. Complete approved works in reasonable time frame. Keep the client informed of all time frames and any changes to the time frames.
6. That the Contractor will ensure that only appropriate tradespeople are to attend and work on the strata plans and its Common Property.
7. Notify C F Strata Management if there is Any Difficulty in contacting Owners / Tenants and or arranging for access to the property, and reasons for same.
8. Notify C F Strata Management of any areas of the Common Property that may be unsafe for the contractor to carry out their services / works.
9. Quotations are to provide sufficient details and description of the proposed works.
10. Provide services / work at a fair and responsible price.
11. Provide detailed and descriptive tax invoices.
12. Provide required information to Trades Monitor and provide up to date contact details to C F Strata management.

### **C. F. STRATA MANAGEMENT WILL:**

1. Provide the contractor with a job order that provides sufficient information in relation to the requested work order or quotation required.

2. Provide as much information as available for contact details.
3. Clearly advise the contractor of urgent works.
4. Assist the contractor should there be a problem with contacting the contact person and or obtaining access.
5. Be available to provide instructions to the contractor as maybe required and as required seek instructions from the Executive Committee.
6. Make payment to contractors within a reasonable frame, upon approval from the Executive Committee as may be required.
7. Liaise with the Executive Committee regarding outstanding payments.
8. Place the contractor on our preferred tradesperson list used by our office.
9. Place the appropriate contractors on our preferred emergency trades person list which is displayed in our office and on our website, and sent to our Strata Plans twice a year.
10. Liaise with Trades Monitor as required.
11. Request updated contact information from the contractors for our preferred tradesperson list.
12. C F Strata Management and its employees will no way seek any commissions / payments / kick backs from contractor / tradespersons.

Signed in Agreement

X   
 \_\_\_\_\_  
 Scott McInness  
 for and behalf of C. F. Strata Management

And

X \_\_\_\_\_

Name: .....

For and on behalf of .....

Phone no: .....