Replace the coloured text with your own information

YOUR DETAILS

Name

Address

Suburb State Postcode

Phone

Email

BUILDING CONTRACTOR / BUILDING SERVICES PROVIDERS DETAILS

Name

Position

Business Name

Address

Suburb State Postcode

## **Work-Completion Claim**

**This letter is a Work-Completion Claim issued under the *Residential Building Work Contracts and Dispute Resolution Act 2016*. If you fail to respond or to rectify these matters as requested I may lodge an Application for Adjudication with Consumer, Building and Occupational Services.**

Dear [Sir/Madam/Name],

I, [*Name*], owner of property at [*Address*] am issuing a Work-Completion Claim to you under the *Residential Building Work Contracts and Dispute Resolution Act 2016* regarding a dispute with building work issues, raised previously with you by [*E-mail/Letter/Phone call*] on [*Date*].

I wish to bring to your attention the following issues:

**Defective Works:**

[*Enter description of problem/s using dot points.*]



**Incomplete Works:**

[*Enter description of problem/s using dot points.*]



**Damage to works or building caused by Building Contractor or Building Services Provider:**

[*Enter description of problem/s using dot points.*]



To resolve these problems, please consider the following options:

[*Enter description of what you would like to see completed to resolve the problem/s using dot points.*]



I ask that you formally put your response in writing as to how you intend to rectify [*this matter / these matters*]. If you have not satisfactorily completed these works by [*insert date allow for a reasonable time*], I will be contacting Consumer, Building and Occupational Services regarding these matters and may lodge an Application for Adjudication.

Yours sincerely,

*[Name/s and Date]*