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| --- |
| Enquiries:  Our Ref:  Your Ref:  Date |
| Name  Company  Address  Suburb State Postcode |

Dear Owner/Occupier

**NOTIFICATION: PROPERTY CONDITION SURVEY AT YOUR PROPERTY – Insert Property Address**

Main Roads Western Australia has awarded <insert Contractor's Name> the contract to construct the <insert Project Name>. This project will <provide a brief summary of the project proposal and the reason for initiating the project>.

Construction works will be carried out in your area <insert start and end dates> and will involve the use of equipment, which is likely to generate some vibration. While it is not anticipated that any damage will occur as a result of these works, we would like to offer you a complimentary property condition survey of your property.

This survey is intended to protect you in the unlikely circumstance that your property is adversely affected by the construction works. An independent specialist, <insert name>, has been engaged to conduct these surveys at no cost to you. It will provide an accurate record of the condition of your property prior to the commencement of work.

We request your permission for a representative to conduct a survey, which will require internal and external access to your property and takes <insert minutes/hours> to complete. A copy of the report will be provided for your records.

*Choose the method for how survey times will be selected by the landowner/occupier. Either timeframes are provided in this letter or through an online booking system. Please delete all red text and the wording for the alternative method.*

***Option 1: In the Letter***

We would like to schedule your property inspection between <insert relevant dates>. Unfortunately, we cannot give you a specific time, so please select a timeframe below that is most suitable for you.

<Insert list of dates and times for the owner/occupier to choose from>

To book this inspection you may text <insert mobile number> with your preferred day and time and property address. You may also call <insert phone number> with your preference. If possible, we would appreciate your response by <insert date>.

***OR***

***Option 2: Via an Online Booking System***

You can book online by going to <insert Link and instructions for online submissions>.

If you are unable to book online, or if you need to cancel or change your appointment, please contact, <insert relevant contact details>.

**If you are a tenant, please advise your property manager or landlord that you have booked this inspection or pass this correspondence on to them for action.**

Should you wish to decline a property condition survey, we kindly request you sign the enclosed waiver and return to <insert address>.

Should you have further questions about the <insert Project Name> please contact <insert relevant contact details>.

We thank you for your co-operation.

Yours sincerely

Author's name

**Job Title**

Encl. Property Condition Survey Waiver

**Property Condition Survey Waiver**

1. I/we agree that I/we/ am/are the Property Owner/s or authorised by the Property Owner/s to sign this waiver.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature of Property Owner** |  | **Signature of Property Owner** |
|  |  |  |
|  |  |  |
| **Full name of Property Owner** |  | **Full name of Property Owner** |
|  |  |  |
|  |  |  |
| **Signature of Witness** |  | **Signature of Witness** |
|  |  |  |
|  |  |  |
| **Full name of Witness** |  | **Full name of Witness** |

1. By signing this waiver, I acknowledge that I/we do not wish to have a Property Condition Survey carried out at my/our Property prior to the commencement of construction activities for <Insert Project Name > and upon completion of construction.

**Property address:**

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