



Repair Item Tracking Sheet

Condominium Common Elements

Section 1: Condominium Project Identification Information

Standard Condominium Corporation #	Address	Common Elements Enrolment #
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Section 2: Item Details

Item #	Performance Audit Ref. #	Description	Location

Section 3: Vendor/Builder's Notes & Acknowledgement

Vendor Notes	
Repair Completed By (Name of Individual or Company):	Date Completed
Signature	Date

Section 4: Consultant's Notes & Acknowledgement

Consultant Notes	
Signature	Date

Section 5: Property Management's Notes & Acknowledgement

Property Management Notes	
Signature	Date

Section 6: Condominium Corporation Acknowledgement

Signature	Date
Repair not accepted (If you check this box, please provide reasons below)	

Please Note: The corporation is required to indicate whether the vendor/builder's repairs are acceptable or not within 90 days of the repair completion date. This optional form is provided so that the corporation may document the date and type of repair work completed by the vendor/builder.