

# BUGS & SPARKS

## Your Complete Compliance Solution

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### Instruction Sheet

NB: ALL INFORMATION REQUESTED BELOW IS REQUIRED TO ISSUE THE COCS  
**FILL IN ON EXCEL AND EMAIL BACK TO US**

Date:	
Company:	
Fax/Email:	
From:	
Telephone:	

**Please arrange on our Clients Behalf:**

Electrical:		Gas:	
Beetle:		Plumbing:	
Elec Fence:			

**Physical Address:**

Street No:		Unit No:	
Street Name:		Complex Name:	
<b>Erf Number:</b>		Suburb / Town:	

**Seller:**

Cell:		Email:	
Home:		Work:	

**Purchaser:**

Cell:		Email:	
Home:		Work:	

**Attorneys:**

Work:		Conveyancer:	
		Email:	

**Anticipated Date of Registration:**

**COC needed for Bond Lodgement:**

\*Is the COC needed by the Bond Attorneys before they can Lodge?

Phone first:

**Access Details - Contact Person:**

Name:

Cell Phone:

Estate Agency:		Agent Name:	
Cell:		Email:	

Payment Option:  \* Required before we can book the inspection

Property Description:

**General Comments:**