AVALON
Property Care and Management

November 2026

Property care
FORMS & AGREEMENTS

44 printable templates

Greater St. John’s and the Northeast Avalon



From the first site visit to the final receipt.

The contents are linked. For a signed, verifiable record, complete the form online.

Open the document centre

+1 (709) 765-3536

Clients & agreements

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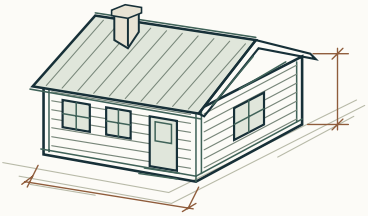
AGREEMENTS / BLANK TEMPLATE

Residential property service agreement



Agree on a single visit for household cleaning, garage organization or ordinary property upkeep.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Client and Avalon

For remote acceptance. Verify legal identity, authority, contact details, capacity, prices, taxes and dates before issuing. The service listing or visit request alone does not authorize work. Use the separate direct-sales process if the transaction was negotiated or concluded in person away from the supplier's business.

Details to complete

An asterisk marks a required entry.

Avalon supplier's verified legal name *

Enter the legal person or entity trading under the Avalon name.

Supplier email for notices and complaints *

Use a monitored business address.

Supplier fax, if applicable

Salesperson's name, if someone else arranged the sale

Client's full legal name *

For an organization, enter the legal entity and identify its authorized representative.

Client's mailing address *

Client's designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Rooms, surfaces and handling instructions *

Identify delicate finishes, owner-supplied products, items to leave alone and approved disposal.

Completion checklist and handover contact *

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Delivery of the completed agreement *

Send a copy to the client's designated email / Deliver a paper copy and record receipt / Provide a downloadable copy and record actual receipt and retention

Terms and instructions

01 Who is supplying the work

The legal supplier entered above trades as Avalon Property Care and Management (“Avalon”). Its business and notice address is 34 Palmerston Drive, Paradise, NL A1L 3A1. Telephone +1 (709) 765-3536. The client and supplier representatives confirm that they can enter this agreement for the parties they name.

02 Care inside the home

The crew will work only in the listed areas using the agreed products. The client identifies delicate materials, valuables and pet arrangements. The crew will leave uncertain items in place and ask before moving, donating or disposing of them.

03 One visit

The client and Avalon will review the agreed checklist at handover or arrange a remote report. Structural repairs, hazardous waste and specialist remediation require a separately authorized scope and suitable provider.

04 Price and changes

All amounts are in Canadian dollars. Avalon bills the accepted fixed price or the actual units at the listed rates, within the stated limit. A deposit is credited against the amount due. An extra visit, material, fee or price increase needs the client's approval of the cost and timing before the extra work begins. No financing, security interest or trade-in forms part of this offer.

05 Entry, safety and records

The client arranges lawful access for the agreed work. Avalon will pause and contact the site representative if access, permissions or conditions prevent safe work. Both parties will protect keys and personal information. Work photos require appropriate permission, serve the agreed report and must avoid identifying occupants or their possessions unnecessarily. Public or promotional use requires separate permission.

06 Handover, damage and concerns

Avalon will identify completed tasks, exceptions and any remaining work at handover. Report a concern to the supplier email, phone or mailing address and include the agreement reference if available. Avalon will review the record with the client and discuss correction, a credit or another appropriate remedy. Each party remains responsible under applicable law for loss it causes. A visit log or payment does not waive a claim or a statutory remedy.

07 Rescheduling, ending work and refunds

Either party may request a new date or end future work by notifying the other. Avalon will offer a revised schedule if weather, access or safety interrupts a visit. Outside a statutory cancellation, the client owes only properly performed work and actual, nonrecoverable costs expressly approved in advance. Avalon will account for them and return the unused balance. No charge accrues for a missed visit merely because it was on the calendar.

08 Consumer rights on a distance sale

A household consumer may cancel within 10 days of receiving the copy if the electronic review or contract-copy requirements were not met. If Avalon misses the 15-day copy deadline, the consumer may cancel within 30 days of agreement. A consumer may also cancel before delivery if service is over 30 days late against the supply date, or against the agreement date if no supply date was set. Give notice to the supplier. A qualifying statutory cancellation requires a full refund within 15 days. Other rights remain available under provincial law.

09 Review, signatures and your copy

Review and save or print the terms and all amounts. You can decline or ask Avalon for a corrected version before signing. The supplier's offer becomes an agreement when the authorized client accepts it. The date and signatures are recorded with this version. A paper-signing option is available by contacting Avalon. The supplier will provide the completed copy by the agreed method, within 15 days for a consumer distance contract.

Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Client recipient

I have reviewed the completed terms and prices, had the opportunity to correct an error or decline, and consent to signing this version electronically for the named client.

Recipient's printed name and role

Recipient's signature and date

References

NL Consumer Protection and Business Practices Act, sections 23–35

https://www.assembly.nl.ca/legislation/sr/statutes/c31-1.htm

NL Electronic Commerce Act

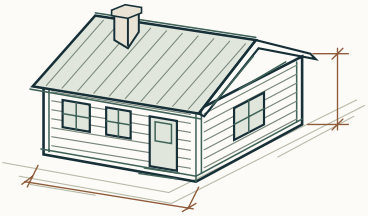
https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

NL direct sales cancellation notice

https://www.gov.nl.ca/gs/consumer/consumer-affairs/right-to-cancel/

AGREEMENTS / BLANK TEMPLATE

Recurring property care agreement



Set a fixed term, visit calendar, repeat checklist and maximum spend.

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2026-11-24.1

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Supplier fax, if applicable

Salesperson's name, if someone else arranged the sale

Client's full legal name *

For an organization, enter the legal entity and identify its authorized representative.

Client's mailing address *

Client's designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Visit dates or frequency and number of visits *

Recurring checklist and reporting frequency *

Contact and process for a missed visit *

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Delivery of the completed agreement *

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02 Visiting schedule

The crew will complete the repeat checklist at each scheduled visit and record any skipped task and reason. A missed visit may be rebooked by agreement. The charge for completed visits follows the pricing schedule.

03 End of term

The service ends on the completion date. Further visits, a different frequency or a new rate require a new written agreement. An authorized contact may stop future visits under the cancellation terms.

04 Price and changes

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Attestation

Avalon issuer

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Printed name and role

Signature and date

Client recipient

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Recipient's printed name and role

Recipient's signature and date

References

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NL Electronic Commerce Act

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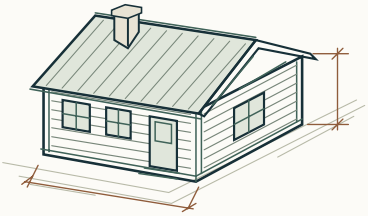
AGREEMENTS / BLANK TEMPLATE

Rental turnover and handover agreement



Define access, vacant-possession checks, turnover tasks and the handover record.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Client and Avalon

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Supplier email for notices and complaints *

Use a monitored business address.

Supplier fax, if applicable

Salesperson's name, if someone else arranged the sale

Client's full legal name *

For an organization, enter the legal entity and identify its authorized representative.

Client's mailing address *

Client's designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Authority to enter and possession status *

Identify who verified vacancy or lawful occupied-unit access and when.

Room checklist, keys and handling of items left behind *

Handover recipient and deadline *

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

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Delivery of the completed agreement *

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02 Authority at the door

The owner or authorized manager confirms lawful access for the visit. If possession, consent or notice is uncertain, the crew will wait for confirmation. The owner remains responsible for tenancy notices and decisions about tenant belongings.

03 Returning the unit

The crew records the agreed cleaning, keys transferred, defects observed and work still needed. Disposal requires lawful written instructions. The crew does not decide damage deductions, determine responsibility for defects or certify the condition of the tenancy.

04 Price and changes

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Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Client recipient

I have reviewed the completed terms and prices, had the opportunity to correct an error or decline, and consent to signing this version electronically for the named client.

Recipient's printed name and role

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References

NL Consumer Protection and Business Practices Act, sections 23–35

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NL Electronic Commerce Act

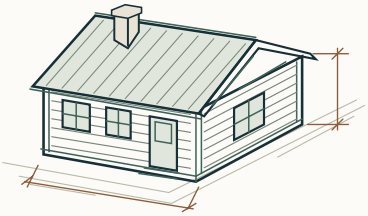
https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

NL residential tenancy and entry rules

https://www.gov.nl.ca/gs/human-rights-in-residential-tenancies/residential-tenancies-act/

AGREEMENTS / BLANK TEMPLATE

Home-watch and absence visit agreement



Define visible checks, check-in intervals and escalation contacts while an owner is away.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Client and Avalon

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Details to complete

An asterisk marks a required entry.

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Enter the legal person or entity trading under the Avalon name.

Supplier email for notices and complaints *

Use a monitored business address.

Supplier fax, if applicable

Salesperson's name, if someone else arranged the sale

Client's full legal name *

For an organization, enter the legal entity and identify its authorized representative.

Client's mailing address *

Client's designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Visit schedule, areas and observable conditions *

Contact sequence and emergency spending limit *

Include a backup decision-maker. Enter zero if no outside spend is authorized.

Owner-provided written insurer instructions *

Identify supplied requirements and which checks Avalon has agreed to carry out. Enter none if no instructions were supplied.

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

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Deposit, milestones, due dates and payment method *

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02 What a check covers

At each scheduled visit Avalon will visually check the listed accessible areas and report what it observes. Conditions can change between visits. This service supplies periodic observations and does not promise continuous monitoring, a technical inspection or protection from loss.

03 If something is wrong

Avalon will contact the listed people and, where an immediate danger is apparent, the appropriate emergency service. Paid third-party work requires express authority within the stated cap. The owner confirms separately with the insurer whether the visit plan meets policy conditions.

04 Price and changes

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Printed name and role

Signature and date

Client recipient

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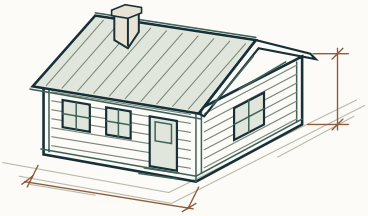
AGREEMENTS / BLANK TEMPLATE

Snow clearing and ice-management agreement



Define the snow trigger, priority surfaces, return visits and treatment limits.

TEMPLATE VERSION
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Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Clearing areas, snow storage, obstacles and exclusions *

Measurement point, snow trigger and response window *

Describe how the trigger is measured, when the window begins, and what happens during continuing storms.

Windrows, refreeze, treatment and call-back policy *

State whether visits or materials are included, separately priced or by request only.

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Delivery of the completed agreement *

Send a copy to the client's designated email / Deliver a paper copy and record receipt / Provide a downloadable copy and record actual receipt and retention

Terms and instructions

01 Who is supplying the work

The legal supplier entered above trades as Avalon Property Care and Management (“Avalon”). Its business and notice address is 34 Palmerston Drive, Paradise, NL A1L 3A1. Telephone +1 (709) 765-3536. The client and supplier representatives confirm that they can enter this agreement for the parties they name.

02 Dispatch and winter conditions

The listed trigger and response window govern dispatch. Avalon will communicate significant delays or unsafe access and log each visit, surface treated and material used. Clearing occurs only on the agreed surfaces and at the approved storage locations.

03 Conditions between visits

Drifting, a plow windrow or refreezing can make a cleared surface slippery again. The client can report a hazard and request a return under the agreed policy. The service provides the treatments listed and does not promise continuously bare pavement.

04 Price and changes

All amounts are in Canadian dollars. Avalon bills the accepted fixed price or the actual units at the listed rates, within the stated limit. A deposit is credited against the amount due. An extra visit, material, fee or price increase needs the client’s approval of the cost and timing before the extra work begins. No financing, security interest or trade-in forms part of this offer.

05 Entry, safety and records

The client arranges lawful access for the agreed work. Avalon will pause and contact the site representative if access, permissions or conditions prevent safe work. Both parties will protect keys and personal information. Work photos require appropriate permission, serve the agreed report and must avoid identifying occupants or their possessions unnecessarily. Public or promotional use requires separate permission.

06 Handover, damage and concerns

Avalon will identify completed tasks, exceptions and any remaining work at handover. Report a concern to the supplier email, phone or mailing address and include the agreement reference if available. Avalon will review the record with the client and discuss correction, a credit or another appropriate remedy. Each party remains responsible under applicable law for loss it causes. A visit log or payment does not waive a claim or a statutory remedy.

07 Rescheduling, ending work and refunds

Either party may request a new date or end future work by notifying the other. Avalon will offer a revised schedule if weather, access or safety interrupts a visit. Outside a statutory cancellation, the client owes only properly performed work and actual, nonrecoverable costs expressly approved in advance. Avalon will account for them and return the unused balance. No charge accrues for a missed visit merely because it was on the calendar.

08 Consumer rights on a distance sale

A household consumer may cancel within 10 days of receiving the copy if the electronic review or contract-copy requirements were not met. If Avalon misses the 15-day copy deadline, the consumer may cancel within 30 days of agreement. A consumer may also cancel before delivery if service is over 30 days late against the supply date, or against the agreement date if no supply date was set. Give notice to the supplier. A qualifying statutory cancellation requires a full refund within 15 days. Other rights remain available under provincial law.

09 Review, signatures and your copy

Review and save or print the terms and all amounts. You can decline or ask Avalon for a corrected version before signing. The supplier’s offer becomes an agreement when the authorized client accepts it. The date and signatures are recorded with this version. A paper-signing option is available by contacting Avalon. The supplier will provide the completed copy by the agreed method, within 15 days for a consumer distance contract.

Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Client recipient

I have reviewed the completed terms and prices, had the opportunity to correct an error or decline, and consent to signing this version electronically for the named client.

Recipient’s printed name and role

Recipient’s signature and date

References

NL Consumer Protection and Business Practices Act, sections 23–35

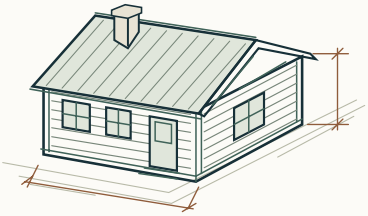
https://www.assembly.nl.ca/legislation/sr/statutes/c31-1.htm

NL Electronic Commerce Act

https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

AGREEMENTS / BLANK TEMPLATE

Landscape and grounds-care agreement



Agree on beds, lawns, plant material, permitted treatments and cleanup.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Client and Avalon

For remote acceptance. Verify legal identity, authority, contact details, capacity, prices, taxes and dates before issuing. The service listing or visit request alone does not authorize work. Use the separate direct-sales process if the transaction was negotiated or concluded in person away from the supplier's business.

Details to complete

An asterisk marks a required entry.

Avalon supplier's verified legal name *

Enter the legal person or entity trading under the Avalon name.

Supplier email for notices and complaints *

Use a monitored business address.

Supplier fax, if applicable

Salesperson's name, if someone else arranged the sale

Client's full legal name *

For an organization, enter the legal entity and identify its authorized representative.

Client's mailing address *

Client's designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Grounds, plant list and seasonal tasks *

Boundaries, buried services, treatment and disposal *

Watering, aftercare and any plant warranty *

Identify who supplies water, materials and care after handover. Specify any offered warranty and its remedy.

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Delivery of the completed agreement *

Send a copy to the client's designated email / Deliver a paper copy and record receipt / Provide a downloadable copy and record actual receipt and retention

Terms and instructions

01 Who is supplying the work

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02 Working limits

Work follows the approved site boundaries and plant list. Avalon will confirm any necessary utility locates, permits and access before ground disturbance. Substitutions, tree removal, excavation and additional disposal charges need written approval.

03 Products and aftercare

Pesticide application is excluded unless separately identified, legally authorized and assigned to a properly licensed provider where required. The handover record identifies installed plants, aftercare duties and any agreed warranty.

04 Price and changes

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Attestation

Avalon issuer

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Printed name and role

Signature and date

Client recipient

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Recipient's printed name and role

Recipient's signature and date

References

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https://www.assembly.nl.ca/legislation/sr/statutes/c31-1.htm

NL Electronic Commerce Act

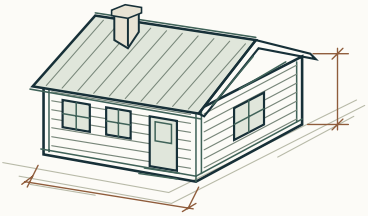
https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

NL pesticide licensing

https://www.gov.nl.ca/eccc/pesticides/forms/

AGREEMENTS / BLANK TEMPLATE

Commercial janitorial and common-area agreement



Set service zones, occupancy windows, supplies, inspections and corrective work.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Client and Avalon

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Details to complete

An asterisk marks a required entry.

Avalon supplier's verified legal name *

Enter the legal person or entity trading under the Avalon name.

Supplier email for notices and complaints *

Use a monitored business address.

Supplier fax, if applicable

Salesperson's name, if someone else arranged the sale

Client's full legal name *

For an organization, enter the legal entity and identify its authorized representative.

Client's mailing address *

Client's designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Service zones, operating hours and frequencies *

Consumables, equipment, products and waste routing *

Inspection criteria, site contact and correction process *

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Delivery of the completed agreement *

Send a copy to the client's designated email / Deliver a paper copy and record receipt / Provide a downloadable copy and record actual receipt and retention

Terms and instructions

01 Who is supplying the work

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02 Occupied property

The parties agree which entrances, stairs, washrooms and shared spaces the crew may enter. The client identifies tenant-only areas and occupancy restrictions. Avalon will mark active work areas, secure the site as agreed and record exceptions.

03 Quality checks

The site contact may raise a missed task against the agreed checklist. The parties will arrange a suitable inspection or correction. Consumable restocking, specialist disinfection, sharps handling and hazardous cleanup are included only if expressly scoped and safely resourced.

04 Price and changes

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Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Client recipient

I have reviewed the completed terms and prices, had the opportunity to correct an error or decline, and consent to signing this version electronically for the named client.

Recipient's printed name and role

Recipient's signature and date

References

NL Consumer Protection and Business Practices Act, sections 23–35

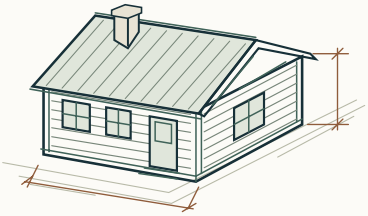
https://www.assembly.nl.ca/legislation/sr/statutes/c31-1.htm

NL Electronic Commerce Act

https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

AGREEMENTS / BLANK TEMPLATE

Limited property-management support agreement



Appoint Avalon for property upkeep, visit records and approved vendor coordination.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Client and Avalon

For remote acceptance. Verify legal identity, authority, contact details, capacity, prices, taxes and dates before issuing. The service listing or visit request alone does not authorize work. Use the separate direct-sales process if the transaction was negotiated or concluded in person away from the supplier's business.

Details to complete

An asterisk marks a required entry.

Avalon supplier's verified legal name *
Enter the legal person or entity trading under the Avalon name.

Supplier email for notices and complaints *
Use a monitored business address.

Supplier fax, if applicable

Salesperson's name, if someone else arranged the sale

Client's full legal name *
For an organization, enter the legal entity and identify its authorized representative.

Client's mailing address *

Client's designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Owner, authorized manager and approval chain *

Delegated upkeep duties and spending limits *

List vendor access, per-event and term caps, reporting deadlines and the named person who may approve changes.

Reporting, key custody and end-of-service transfer *

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Delivery of the completed agreement *

Send a copy to the client's designated email / Deliver a paper copy and record receipt / Provide a downloadable copy and record actual receipt and retention

Terms and instructions

01 Who is supplying the work

The legal supplier entered above trades as Avalon Property Care and Management (“Avalon”). Its business and notice address is 34 Palmerston Drive, Paradise, NL A1L 3A1. Telephone +1 (709) 765-3536. The client and supplier representatives confirm that they can enter this agreement for the parties they name.

02 Limited authority

Avalon may coordinate the listed upkeep and providers within the stated caps. It has no authority under this agreement to advertise or negotiate a sale or lease, select tenants, sign a tenancy, collect rent or deposits, hold client funds, serve statutory notices or represent the owner in a dispute.

03 Owner decisions

The owner retains landlord decisions and duties, including lawful entry and notices. Both parties must expressly agree any wider mandate after checking the applicable law, permissions, qualifications and insurance. On termination Avalon will return keys, report commitments and transfer the agreed property records.

04 Price and changes

All amounts are in Canadian dollars. Avalon bills the accepted fixed price or the actual units at the listed rates, within the stated limit. A deposit is credited against the amount due. An extra visit, material, fee or price increase needs the client’s approval of the cost and timing before the extra work begins. No financing, security interest or trade-in forms part of this offer.

05 Entry, safety and records

The client arranges lawful access for the agreed work. Avalon will pause and contact the site representative if access, permissions or conditions prevent safe work. Both parties will protect keys and personal information. Work photos require appropriate permission, serve the agreed report and must avoid identifying occupants or their possessions unnecessarily. Public or promotional use requires separate permission.

06 Handover, damage and concerns

Avalon will identify completed tasks, exceptions and any remaining work at handover. Report a concern to the supplier email, phone or mailing address and include the agreement reference if available. Avalon will review the record with the client and discuss correction, a credit or another appropriate remedy. Each party remains responsible under applicable law for loss it causes. A visit log or payment does not waive a claim or a statutory remedy.

07 Rescheduling, ending work and refunds

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08 Consumer rights on a distance sale

A household consumer may cancel within 10 days of receiving the copy if the electronic review or contract-copy requirements were not met. If Avalon misses the 15-day copy deadline, the consumer may cancel within 30 days of agreement. A consumer may also cancel before delivery if service is over 30 days late against the supply date, or against the agreement date if no supply date was set. Give notice to the supplier. A qualifying statutory cancellation requires a full refund within 15 days. Other rights remain available under provincial law.

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Review and save or print the terms and all amounts. You can decline or ask Avalon for a corrected version before signing. The supplier’s offer becomes an agreement when the authorized client accepts it. The date and signatures are recorded with this version. A paper-signing option is available by contacting Avalon. The supplier will provide the completed copy by the agreed method, within 15 days for a consumer distance contract.

Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Client recipient

I have reviewed the completed terms and prices, had the opportunity to correct an error or decline, and consent to signing this version electronically for the named client.

Recipient’s printed name and role

Recipient’s signature and date

References

NL Consumer Protection and Business Practices Act, sections 23–35

https://www.assembly.nl.ca/legislation/sr/statutes/c31-1.htm

NL Electronic Commerce Act

https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

NL Real Estate Trading Act, 2019, sections 2–3 and 6

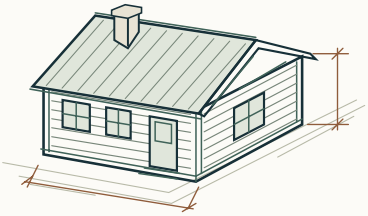
https://www.assembly.nl.ca/legislation/sr/statutes/r02-1.htm

NL residential tenancy and entry rules

https://www.gov.nl.ca/gs/human-rights-in-residential-tenancies/residential-tenancies-act/

AGREEMENTS / BLANK TEMPLATE

Specialist-trade coordination agreement



Separate Avalon’s coordination fee from the specialist’s technical scope and price.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Client and Avalon

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Details to complete

An asterisk marks a required entry.

Avalon supplier’s verified legal name *

Enter the legal person or entity trading under the Avalon name.

Supplier email for notices and complaints *

Use a monitored business address.

Supplier fax, if applicable

Salesperson’s name, if someone else arranged the sale

Client’s full legal name *

For an organization, enter the legal entity and identify its authorized representative.

Client’s mailing address *

Client’s designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Specialist's legal identity, trade and engagement route *

Technical scope, authorizations, permits and payer *

State who contracts with the specialist, verifies credentials and receives the specialist's invoice.

Coordination tasks, fee and approval limit *

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

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Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Delivery of the completed agreement *

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Terms and instructions

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02 Separate responsibilities

Avalon will perform only the listed introduction, appointment, access and follow-up tasks. The identified specialist supplies the technical proposal, credentials and permit information. The client must approve any specialist price or commitment for which the client is responsible.

03 Technical work

Where the client hires the specialist directly, the specialist's terms and warranty must be separately accepted. Where Avalon hires a subcontractor to supply an accepted part of its own scope, Avalon remains responsible to the client for that scope. The coordination fee and any amounts billed by a specialist must be clearly distinguished.

04 Price and changes

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09 Review, signatures and your copy

Review and save or print the terms and all amounts. You can decline or ask Avalon for a corrected version before signing. The supplier’s offer becomes an agreement when the authorized client accepts it. The date and signatures are recorded with this version. A paper-signing option is available by contacting Avalon. The supplier will provide the completed copy by the agreed method, within 15 days for a consumer distance contract.

Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Client recipient

I have reviewed the completed terms and prices, had the opportunity to correct an error or decline, and consent to signing this version electronically for the named client.

Recipient’s printed name and role

Recipient’s signature and date

References

NL Consumer Protection and Business Practices Act, sections 23–35

https://www.assembly.nl.ca/legislation/sr/statutes/c31-1.htm

NL Electronic Commerce Act

https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

NL electrical permits and inspections

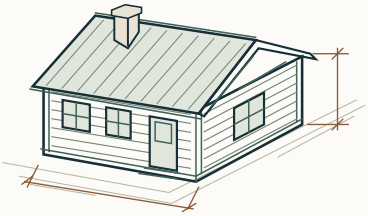
https://www.gov.nl.ca/gs/licences/electrical/permits/

WorkplaceNL contractor clearance

https://workplacenl.ca/employers/manage-my-account/request-clearance/

AGREEMENTS / BLANK TEMPLATE

Itemized quote and acceptance



Turn a specific offer into an authorized service scope, price and delivery schedule.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Client and Avalon

For remote acceptance. Verify legal identity, authority, contact details, capacity, prices, taxes and dates before issuing. The service listing or visit request alone does not authorize work. Use the separate direct-sales process if the transaction was negotiated or concluded in person away from the supplier's business.

Details to complete

An asterisk marks a required entry.

Avalon supplier's verified legal name *

Enter the legal person or entity trading under the Avalon name.

Supplier email for notices and complaints *

Use a monitored business address.

Supplier fax, if applicable

Salesperson's name, if someone else arranged the sale

Client's full legal name *

For an organization, enter the legal entity and identify its authorized representative.

Client's mailing address *

Client's designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Quote reference and revision *

Offer expiry date *

Price assumptions, allowances and exclusions *

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Delivery of the completed agreement *

Send a copy to the client's designated email / Deliver a paper copy and record receipt / Provide a downloadable copy and record actual receipt and retention

Terms and instructions

01 Who is supplying the work

The legal supplier entered above trades as Avalon Property Care and Management (“Avalon”). Its business and notice address is 34 Palmerston Drive, Paradise, NL A1L 3A1. Telephone +1 (709) 765-3536. The client and supplier representatives confirm that they can enter this agreement for the parties they name.

02 Offer accepted

The client accepts the identified quote revision only for the scope, amounts and dates reproduced in this record. Any earlier estimate or visit request must be checked against these figures before signing. Once the offer has expired, Avalon must issue a current offer before acceptance.

03 Allowances

An allowance is limited to the stated amount. If the proposed work would exceed a quantity or allowance, Avalon will pause that work and seek written approval. An invoice will distinguish actual approved units from unused allowances.

04 Price and changes

All amounts are in Canadian dollars. Avalon bills the accepted fixed price or the actual units at the listed rates, within the stated limit. A deposit is credited against the amount due. An extra visit, material, fee or price increase needs the client’s approval of the cost and timing before the extra work begins. No financing, security interest or trade-in forms part of this offer.

05 Entry, safety and records

The client arranges lawful access for the agreed work. Avalon will pause and contact the site representative if access, permissions or conditions prevent safe work. Both parties will protect keys and personal information. Work photos require appropriate permission, serve the agreed report and must avoid identifying occupants or their possessions unnecessarily. Public or promotional use requires separate permission.

06 Handover, damage and concerns

Avalon will identify completed tasks, exceptions and any remaining work at handover. Report a concern to the supplier email, phone or mailing address and include the agreement reference if available. Avalon will review the record with the client and discuss correction, a credit or another appropriate remedy. Each party remains responsible under applicable law for loss it causes. A visit log or payment does not waive a claim or a statutory remedy.

07 Rescheduling, ending work and refunds

Either party may request a new date or end future work by notifying the other. Avalon will offer a revised schedule if weather, access or safety interrupts a visit. Outside a statutory cancellation, the client owes only properly performed work and actual, nonrecoverable costs expressly approved in advance. Avalon will account for them and return the unused balance. No charge accrues for a missed visit merely because it was on the calendar.

08 Consumer rights on a distance sale

A household consumer may cancel within 10 days of receiving the copy if the electronic review or contract-copy requirements were not met. If Avalon misses the 15-day copy deadline, the consumer may cancel within 30 days of agreement. A consumer may also cancel before delivery if service is over 30 days late against the supply date, or against the agreement date if no supply date was set. Give notice to the supplier. A qualifying statutory cancellation requires a full refund within 15 days. Other rights remain available under provincial law.

09 Review, signatures and your copy

Review and save or print the terms and all amounts. You can decline or ask Avalon for a corrected version before signing. The supplier’s offer becomes an agreement when the authorized client accepts it. The date and signatures are recorded with this version. A paper-signing option is available by contacting Avalon. The supplier will provide the completed copy by the agreed method, within 15 days for a consumer distance contract.

Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Client recipient

I have reviewed the completed terms and prices, had the opportunity to correct an error or decline, and consent to signing this version electronically for the named client.

Recipient's printed name and role

Recipient's signature and date

References

NL Consumer Protection and Business Practices Act, sections 23–35

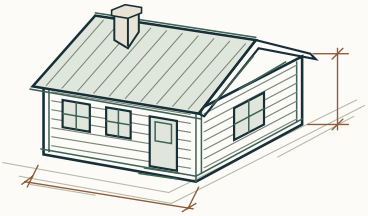
https://www.assembly.nl.ca/legislation/sr/statutes/c31-1.htm

NL Electronic Commerce Act

https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

AGREEMENTS / BLANK TEMPLATE

Change order to an existing service agreement



Approve a defined addition, credit or substitution and calculate the revised overall total.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Client and Avalon

For remote acceptance. Verify legal identity, authority, contact details, capacity, prices, taxes and dates before issuing. The service listing or visit request alone does not authorize work. Use the separate direct-sales process if the transaction was negotiated or concluded in person away from the supplier's business.

Details to complete

An asterisk marks a required entry.

Avalon supplier's verified legal name *
Enter the legal person or entity trading under the Avalon name.

Supplier email for notices and complaints *
Use a monitored business address.

Supplier fax, if applicable

Salesperson's name, if someone else arranged the sale

Client's full legal name *
For an organization, enter the legal entity and identify its authorized representative.

Client's mailing address *

Client's designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Existing signed agreement reference and revision *

Previously authorized total including tax (CAD) *

Requested changes and reason *

Itemized increases, credits and net change *

Show the adjustment to the old total, including tax, and the effect on dates or access.

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Delivery of the completed agreement *

Send a copy to the client's designated email / Deliver a paper copy and record receipt / Provide a downloadable copy and record actual receipt and retention

Terms and instructions

01 Who is supplying the work

The legal supplier entered above trades as Avalon Property Care and Management (“Avalon”). Its business and notice address is 34 Palmerston Drive, Paradise, NL A1L 3A1. Telephone +1 (709) 765-3536. The client and supplier representatives confirm that they can enter this agreement for the parties they name.

02 Effect of this change

The existing signed agreement continues except for the identified changes. The scope, dates and total recorded here are the revised figures. The total is the new overall ceiling, including earlier authorized amounts. Previously invoiced work and deposits must be credited in the reconciliation.

03 Approval before changed work

The client may decline the change. Until both parties authorize it, the prior scope and price continue, and any disputed extra work remains on hold. This change does not waive earlier claims or mandatory rights.

04 Price and changes

All amounts are in Canadian dollars. Avalon bills the accepted fixed price or the actual units at the listed rates, within the stated limit. A deposit is credited against the amount due. An extra visit, material, fee or price increase needs the client’s approval of the cost and timing before the extra work begins. No financing, security interest or trade-in forms part of this offer.

05 Entry, safety and records

The client arranges lawful access for the agreed work. Avalon will pause and contact the site representative if access, permissions or conditions prevent safe work. Both parties will protect keys and personal information. Work photos require appropriate permission, serve the agreed report and must avoid identifying occupants or their possessions unnecessarily. Public or promotional use requires separate permission.

06 Handover, damage and concerns

Avalon will identify completed tasks, exceptions and any remaining work at handover. Report a concern to the supplier email, phone or mailing address and include the agreement reference if available. Avalon will review the record with the client and discuss correction, a credit or another appropriate remedy. Each party remains responsible under applicable law for loss it causes. A visit log or payment does not waive a claim or a statutory remedy.

07 Rescheduling, ending work and refunds

Either party may request a new date or end future work by notifying the other. Avalon will offer a revised schedule if weather, access or safety interrupts a visit. Outside a statutory cancellation, the client owes only properly performed work and actual, nonrecoverable costs expressly approved in advance. Avalon will account for them and return the unused balance. No charge accrues for a missed visit merely because it was on the calendar.

08 Consumer rights on a distance sale

A household consumer may cancel within 10 days of receiving the copy if the electronic review or contract-copy requirements were not met. If Avalon misses the 15-day copy deadline, the consumer may cancel within 30 days of agreement. A consumer may also cancel before delivery if service is over 30 days late against the supply date, or against the agreement date if no supply date was set. Give notice to the supplier. A qualifying statutory cancellation requires a full refund within 15 days. Other rights remain available under provincial law.

09 Review, signatures and your copy

Review and save or print the terms and all amounts. You can decline or ask Avalon for a corrected version before signing. The supplier’s offer becomes an agreement when the authorized client accepts it. The date and signatures are recorded with this version. A paper-signing option is available by contacting Avalon. The supplier will provide the completed copy by the agreed method, within 15 days for a consumer distance contract.

Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Client recipient

I have reviewed the completed terms and prices, had the opportunity to correct an error or decline, and consent to signing this version electronically for the named client.

Recipient’s printed name and role

Recipient’s signature and date

References

NL Consumer Protection and Business Practices Act, sections 23–35

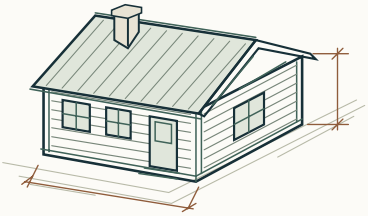
https://www.assembly.nl.ca/legislation/sr/statutes/c31-1.htm

NL Electronic Commerce Act

https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

AGREEMENTS / BLANK TEMPLATE

Subcontracted service agreement



Engage an identified service business for an assigned property-care work package.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Crew recipient and Avalon

Issue only to the assigned, authenticated individual authorized to sign for the named contracting business. Verify the signer, actual working relationship and applicable coverage first. A customer signature cannot accept this agreement.

Details to complete

An asterisk marks a required entry.

Legal name of hiring party trading as Avalon *

Avalon notices and invoice email *

Contracting business or sole proprietor's legal name *

Assigned signer's name, title and authority *

Contractor mailing address *

Contractor notices and contract-copy email *

Contractor business phone *

Place of agreement *
For a remote agreement, record the parties' communities.

Property and service location *
Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Acceptance criteria, inspection and correction process *

Equipment, staff, supervision, safety and site coordination *

Licences, permits, insurance and WorkplaceNL clearance *

Record applicable credentials and checks, expiry and verification dates, or reasons an item is inapplicable. Keep sensitive documents in the approved channel.

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Contractor invoice and closeout requirements *

Specify job reference, supported quantities, tax details, billing recipient and when the final clearance check is due.

Terms and instructions

01 Parties and scope

The named hiring party trades as Avalon Property Care and Management, 34 Palmerston Drive, Paradise, NL A1L 3A1, telephone +1 (709) 765-3536. It engages the named contractor for the identified work. The booking customer is not a party here. The contractor may communicate with the site contact about access and safety and may not commit the customer or Avalon to new spending or terms.

02 Working relationship

This agreement records a business-to-business engagement only where the actual working relationship supports it. The parties will assess control, tools, staffing, financial risk and profit opportunity in practice. Neither a signature nor incorporation settles worker status. Address uncertainty before deployment and obtain the appropriate employment, tax or compensation determination where necessary.

03 Safe delivery and evidence

Each party will meet its applicable safety and reporting duties. The contractor supplies the agreed competency, permits and insurance evidence and permits applicable WorkplaceNL clearance checks before work and final payment. Unverified restricted work stays on hold. Report incidents promptly, protect the site, and disclose only information necessary for the job.

04 Price, changes and invoicing

The contractor invoices Avalon in Canadian dollars under the recorded prices and payment terms. Avalon pays for accepted deliverables or actual approved units within the cap, credits deposits and identifies any disputed item. The contractor must obtain Avalon’s written approval before extra work or expense. The contractor must not collect the customer’s money or submit a separate customer invoice for this work.

05 Handover and accountability

The contractor supplies the agreed completion evidence and reports unfinished work or damage. Avalon will review it against the stated criteria and invite a reasonable correction where appropriate. Each party is responsible under applicable law for loss it causes. Neither takes on an unlimited indemnity or gives up a non-waivable right under this agreement.

06 Suspension and end of assignment

Either party may stop unsafe work and notify the other. Either may end unperformed work by written notice. Reconcile work properly delivered and approved, unavoidable commitments, return unearned advances, transfer agreed records and return access devices. Any disputed charge can be raised with the named representatives and the usual legal remedies remain available.

07 Review and copies

The authorized representatives may request corrections or decline before signing. Both receive the same final record and may request a paper copy. The signed version and its dated issue and acceptance record identify the agreed transaction.

Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Crew recipient

I am authorized to bind the named contracting business. I reviewed the work, price, access, safety and billing terms and consent to signing this version electronically.

Recipient's printed name and role

Recipient's signature and date

References

NL Electronic Commerce Act

https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

CRA guidance on employee or self-employed status

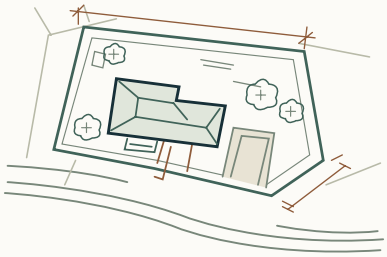
https://www.canada.ca/en/revenue-agency/services/tax/canada-pension-plan-cpp-employment-insurance-ei-rulings/employee-self-employed/contract-outside-quebec.html

WorkplaceNL contractor clearance

https://workplacenl.ca/employers/manage-my-account/request-clearance/

CLIENT FORMS / BLANK TEMPLATE

Client onboarding



Identify who can request and approve work at a property.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Use the contact details that should appear on visit arrangements. If someone else pays the bills, identify the payer separately.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Client or organization name *

Your role *
Owner / Tenant / Property manager / Condominium board representative / Authorized family representative / Other representative

Primary contact name *

Primary contact email *

Contact phone

Preferred contact method *
Portal message / Email / Phone

Person authorized to approve additional work *

Billing contact if different

Attestation

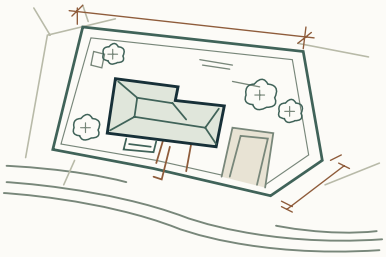
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

CLIENT FORMS / BLANK TEMPLATE

Property profile



Record the site layout, occupants and features a visiting crew needs to know.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Describe the physical arrangements that affect a visit. Use the access-permission form for the people and times authorized to enter.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Property type *
Detached or attached home / Rental unit / Multifamily building / Commercial premises / Seasonal property

Usual occupancy *
Occupied / Vacant / Seasonally occupied / Varies by unit or room

Areas included in care *
Name the floors, shared spaces, yards, outbuildings or parking areas.

Parking, loading and approach *
Identify the correct door, safe parking and any tight access.

Off-limits areas and site considerations

Include animals, fragile surfaces and property boundaries. Leave out alarm codes and medical information.

Attestation

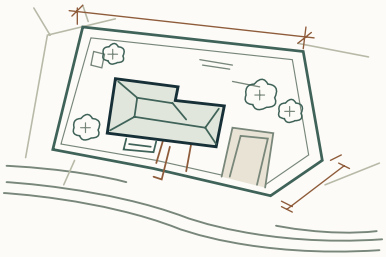
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

CLIENT FORMS / BLANK TEMPLATE

Service brief



Describe a job clearly enough for staff to scope and schedule it.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Start with the result you want. Note the rooms or outdoor areas involved and any deadline tied to a move, opening or weather window.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Main result you need *

Rooms, areas and tasks *

For example, specify the driveway and front steps, or the kitchen and two bathrooms.

Work to leave out

Identify items, rooms or surfaces that should remain undisturbed.

Visit rhythm *

One visit / Recurring / Seasonal / Weather-triggered / Help me decide

Preferred completion date

How to tell the job is complete *

Describe the handover condition or most important detail.

Attestation

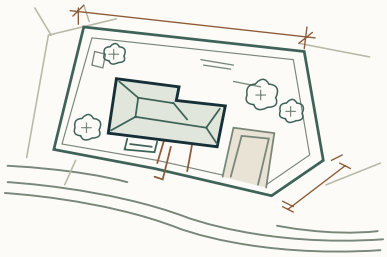
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

CLIENT FORMS / BLANK TEMPLATE

Property access and key permission



Set the entry method, permitted spaces and period for a visit.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Give the crew a named contact and an entry method. Exchange actual keys, alarm codes and lock combinations through the agreed separate channel.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Person granting permission *

Relationship to the property *

Entry arrangement *
Meet an authorized person / Collect a tagged key / Authorized building concierge / Separate secure access instructions / Exterior only

Permitted areas and restrictions *
Identify doors, rooms, outbuildings or exterior boundaries.

First authorized date *

Last authorized date *

Permitted time window *
Use Newfoundland local time.

Contact for failed access *

Key return or sign-out arrangement

Attestation

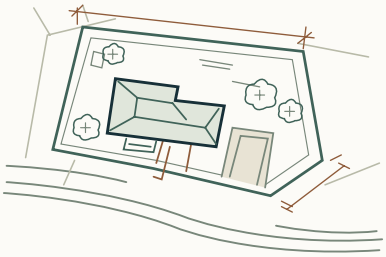
I have authority to grant the access described for the stated dates and areas.

Printed name and role

Signature and date

CLIENT FORMS / BLANK TEMPLATE

Visit photo permission



Choose whether the crew may photograph property conditions for this job.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Job photos may document agreed work or damage for the customer and assigned staff. Identify private areas and avoid people, mail, family photos and identifying documents. Update your choice before the next visit if needed.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Person making this choice *

Your choice *
I permit the agreed job photos / I decline job photos / I withdraw earlier permission for future photos

Permitted subjects or restrictions
Name the areas or items covered by your choice. Leave this blank if declining all photos.

Effective date *

Visit closeout preference *
Written notes only / Written notes and any permitted photos

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

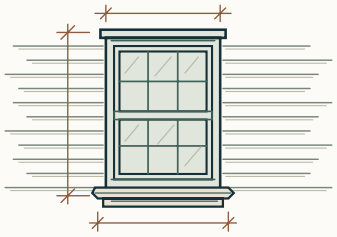
References

Office of the Privacy Commissioner of Canada · Meaningful consent

https://www.priv.gc.ca/en/privacy-topics/privacy-for-businesses/appropriate-handling-of-personal-information/collecting-personal-information-and-consent/consent/gl_omc_201805/

BILLING / BLANK TEMPLATE

Service invoice



Issue an itemized CAD invoice for completed work with applicable tax and any credit already received.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Verify the issuer, recipient, agreed rates and tax treatment before issue. Group lines with the same tax treatment on one invoice. Use separate invoices for different tax treatments. The app calculates each line, tax, total and balance in CAD.

Details to complete

An asterisk marks a required entry.

Invoice number *

Supplier's legal or trading name *

Supplier billing address *

Customer or authorized buyer name *

Customer billing address *

Property address and unit or building *

Invoice date *

Service date or period *

Work order or approved estimate reference

Itemized work, one item per line *

Enter Quantity | Unit price | Description, for example 2.5 | 40.00 | Common-area cleaning. Use pre-tax unit prices in CAD.

Subtotal before tax (CAD) *

Calculated from the itemized work.

Tax treatment *

GST/HST charged / No GST/HST collected by supplier / Zero-rated supply / Exempt supply

GST/HST rate (%) *

Enter the verified rate, including 0 when no tax is charged.

Supplier GST/HST registration number

Required when charging GST/HST. Use the invoicing supplier’s own number.

Deposit or payment already applied (CAD)

Use only funds received and allocated to this invoice.

Receipt or ledger reference for an applied credit

Payment terms *

Record the agreed due date or payment period and approved payment method.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

References

Canada Revenue Agency · Invoice information for input tax credits

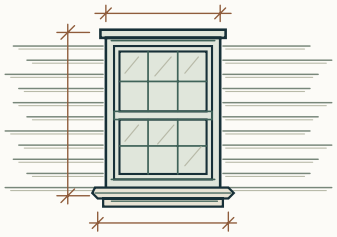
https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/calculate-prepare-report/input-tax-credit.html

Canada Revenue Agency · GST/HST rates

https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/charge-collect-which-rate.html

BILLING / BLANK TEMPLATE

Payment receipt



Acknowledge a payment that staff have checked against the cash record, transfer or external terminal.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Issue after confirming actual receipt in the payment source. Use a transaction or ledger reference. Keep full card numbers, bank account details and login information out of this record.

Details to complete

An asterisk marks a required entry.

Receipt number *

Business issuing this receipt *

Payer name *

Payment for *
Identify the property, visit, deposit or item covered.

Related invoice number

Amount received (CAD) *

Date payment was received *

Payment method *
Cash / E-transfer / Cheque / Card through an external terminal / Bank transfer / Other documented method

Payment source or ledger reference *
For cash, use the cashbook entry. For other methods, use the external transaction reference.

Staff member recording receipt *

Payment allocation *
Invoice payment / Partial invoice payment / Deposit received / Other payment

Attestation

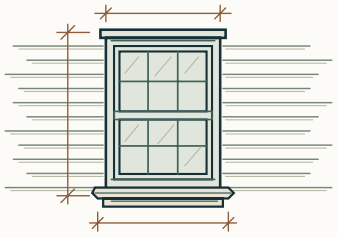
I checked the payment against the identified source and recorded the amount received. This is a staff-issued acknowledgement.

Printed name and role

Signature and date

BILLING / BLANK TEMPLATE

Deposit request



Ask for the agreed advance for a named visit, material order or reserved project.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Use the deposit terms already agreed with the customer. Record the corresponding payment separately when staff confirm it has arrived.

Details to complete

An asterisk marks a required entry.

Deposit request reference *

Customer or payer *

Property address and unit or building *

Approved estimate or agreement reference *

Requested deposit (CAD) *

Requested payment date *

Purpose and application *
Describe the booking or materials covered and how the deposit will be applied.

Agreed cancellation or return terms *
Cite the applicable agreement section and describe the customer’s next step.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

Avalon
Property Care and Management

Paradise, NL
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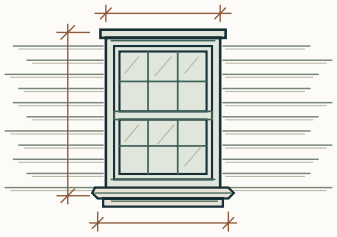
BILLING / BLANK TEMPLATE

Refund record



Document a completed refund against its original payment and external refund reference.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Confirm the refund was issued in the payment source before completing the record. Link any accounting credit note or tax adjustment prepared for the transaction.

Details to complete

An asterisk marks a required entry.

Refund record number *

Refund recipient *

Original payment receipt or transaction reference *

Invoice or credit-note reference

Amount refunded (CAD) *

Refund issued date *

Refund method *
Cash / E-transfer / Cheque / Card through an external terminal / Bank transfer / Other documented method

External refund or cashbook entry *

Reason and allocation *
Identify the affected service, cancellation or overpayment.

Approving staff member *

Attestation

I reviewed the referenced payment source and recorded the refund already issued.

Printed name and role

Signature and date

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Property Care and Management

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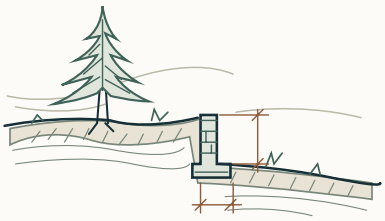
FIELD OPERATIONS / BLANK TEMPLATE

Site assessment and scope walk



Turn a walkthrough into measured work areas and pricing assumptions.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Record observations from areas you could access. Give measurements with units and identify what still needs a return visit or specialist assessment.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Person present or access arrangement *

Areas and measurements *
Examples include floor area, lawn dimensions, stair count and gate width.

Surfaces, condition and obstructions *
Identify fragile finishes, drainage points or access limitations.

Equipment, supplies and disposal needs *

Note equipment access, power or water arrangements, and where waste may go.

Scope limits and outstanding decisions *

Mark unvisited areas and decisions needed before pricing.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

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Property Care and Management

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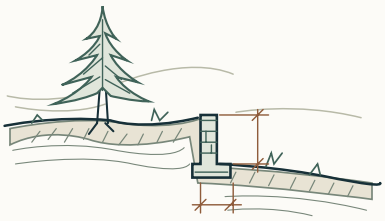
FIELD OPERATIONS / BLANK TEMPLATE

Work order and crew brief



Issue a visit scope with an assigned crew, time window and completion standard.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Transfer only the approved tasks from the service brief or estimate. Give the crew a clear stop point if access, cost or site conditions change.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Work-order number *

Customer approval or estimate reference *

Assigned crew or lead *

Visit date *

Arrival window and expected duration *

Authorized tasks in visit order *
Use room names, outdoor boundaries and quantities.

Scope limits and approval contact *

Specify the boundary for added work, materials or access.

Completion and closeout requirements *

Name the person receiving the handover and the evidence requested.

Attestation

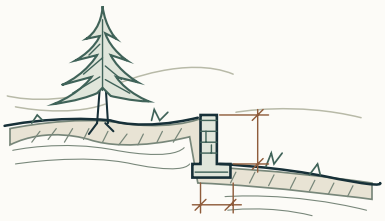
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

FIELD OPERATIONS / BLANK TEMPLATE

Key custody and return



Record a tagged key or fob passing between authorized people.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Use a neutral tag reference. Keep key cuts, door codes, PINs and lockbox combinations out of the record.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Neutral key or fob tag *

Number of items *

Custody event *
Collected / Transferred to authorized holder / Returned / Missing item escalated

Event date *

Event time *

Released by *

Received by or escalation contact *

Agreed return date

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

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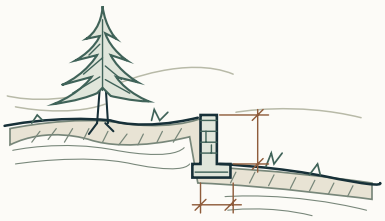
FIELD OPERATIONS / BLANK TEMPLATE

Snow and ice visit log



Record the actual clearing pass, treatment and any road-plow ridge left for a return visit.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Describe conditions observed at arrival and departure. Use local times and the agreed private property boundary.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Arrival time *

Departure time *

Observed snow, ice and surface conditions *
Describe accumulation or drifting in the service area and the source of any measurement.

Authorized driveway or lot *
Completed / Partly completed / Deferred / Outside this visit’s scope

Agreed steps, walks and ramps *
Completed / Partly completed / Deferred / Outside this visit’s scope

Material and placement *

Identify product, amount and treatment area, or enter “No treatment”.

Return-pass status *

No return requested / Road-plow ridge needs review / Further drifting or icing reported / Return visit arranged

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

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Printed name and role

Signature and date

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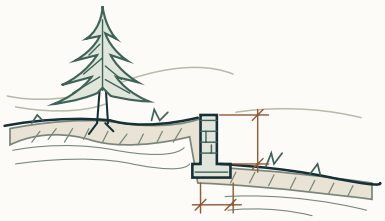
FIELD OPERATIONS / BLANK TEMPLATE

Lawn and grounds checklist



Track mowing, edging, planting beds and how clippings or debris were handled.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Confirm the garden boundary and ground condition before work. Mark wet areas, new plantings or gate clearances that affected this visit.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Lawn and garden zones covered *

Mowing *
Completed / Partly completed / Deferred / Outside this visit’s scope

Edging and trimming *
Completed / Partly completed / Deferred / Outside this visit’s scope

Agreed bed maintenance *
Completed / Partly completed / Deferred / Outside this visit’s scope

Clippings and debris *

Mulched in place / Moved to agreed on-site location / Removed under approved scope / No debris generated

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

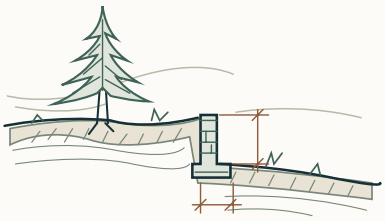
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

FIELD OPERATIONS / BLANK TEMPLATE

Seasonal opening or closing checklist



Track the agreed tasks for opening, closing or preparing a property for a change of season.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Work from the owner's opening or closing list. Record utility or specialist appointments separately from the crew's physical work.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Visit purpose *
Spring opening / Autumn closing / Pre-winter preparation / Mid-season reopening

Outdoor furniture and stored items *
Completed / Partly completed / Deferred / Outside this visit's scope

Entrance, walkway and gate readiness *
Completed / Partly completed / Deferred / Outside this visit's scope

Agreed interior opening or closing tasks *
Completed / Partly completed / Deferred / Outside this visit's scope

Utility or specialist follow-up *

Identify who handles heating, water, equipment commissioning or other separate work. Enter “None” if unnecessary.

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

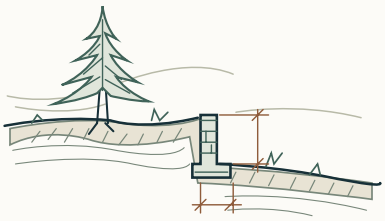
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

FIELD OPERATIONS / BLANK TEMPLATE

Home cleaning checklist



Close out cleaning room by room and record any excluded or delicate finishes.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Use the household’s approved room list and product preferences. Record each exception before leaving.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Rooms and appliance interiors in scope *

Kitchen surfaces and agreed appliances *
Completed / Partly completed / Deferred / Outside this visit’s scope

Bathrooms and fixtures *
Completed / Partly completed / Deferred / Outside this visit’s scope

Floors and accessible surfaces *
Completed / Partly completed / Deferred / Outside this visit’s scope

Waste, supplies and final reset *
Completed / Partly completed / Deferred / Outside this visit’s scope

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

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Property Care and Management

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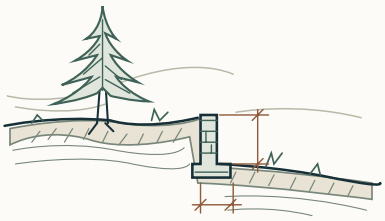
FIELD OPERATIONS / BLANK TEMPLATE

Garage or shed reset checklist



Track sorting decisions, cleared bays and authorized disposal.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Set aside disputed or unidentified items. Confirm which items the owner released before anything leaves the property.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Bays or storage zones included *

Person authorized to make sorting decisions *

Keep, relocate and undecided groups *
Completed / Partly completed / Deferred / Outside this visit’s scope

Floor and agreed storage surfaces *
Completed / Partly completed / Deferred / Outside this visit’s scope

Items released for removal and destination *
Include approval and transfer reference, or enter “None”.

Items left for owner decision

Record their location without handling unknown substances.

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

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Property Care and Management

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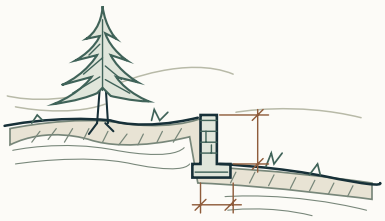
FIELD OPERATIONS / BLANK TEMPLATE

Rental turnover checklist



Confirm a unit’s readiness between occupants and identify anything holding up handover.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Record the condition of rooms and fixtures within the agreed turnover scope. Identify defects for the manager to review.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Agreed handover window *

Rooms and appliance cleaning *
Completed / Partly completed / Deferred / Outside this visit’s scope

Authorized contents and refuse removal *
Completed / Partly completed / Deferred / Outside this visit’s scope

Visible fixture and finish observations *
Completed / Partly completed / Deferred / Outside this visit’s scope

Key count and manager handover *
Completed / Partly completed / Deferred / Outside this visit’s scope

Condition at departure *

Ready for the next use / Usable with a follow-up / Access restricted pending review

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

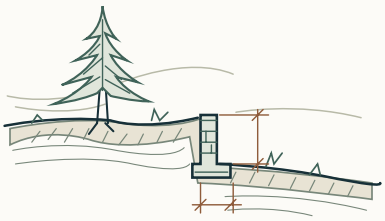
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

FIELD OPERATIONS / BLANK TEMPLATE

Home-watch and visual inspection log



Record a scheduled visual check of a vacant or occupied property.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Describe what you could see from agreed access points. Identify areas you could not inspect and route technical concerns to the appropriate specialist.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Arrival and departure times *

Accessible exterior and entry points *
Completed / Partly completed / Deferred / Outside this visit’s scope

Authorized interior observation points *
Completed / Partly completed / Deferred / Outside this visit’s scope

Visible changes since the last visit *
Name the exact location of signs such as pooling water, a damaged latch or unexpected entry.

Areas not viewed and why *

Record any restrictions, or enter “None”.

Follow-up *

No exception observed / Owner or manager notified / Urgent issue escalated directly / Specialist assessment requested

Notification reference or next check

Attestation

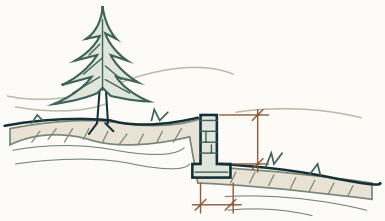
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

FIELD OPERATIONS / BLANK TEMPLATE

Common-area porter round



Record a shared-building round covering entrances, stairs, waste areas and restocking.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Use the building’s route order. Record a missed floor or locked room so the manager can arrange access.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Floors and shared areas included *

Entrances, mats and reachable glass *
Completed / Partly completed / Deferred / Outside this visit’s scope

Stairs, corridors and high-touch points *
Completed / Partly completed / Deferred / Outside this visit’s scope

Bin rooms and recycling observations *
Completed / Partly completed / Deferred / Outside this visit’s scope

Consumables used or needed *

Include item and quantity, or enter “None”.

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

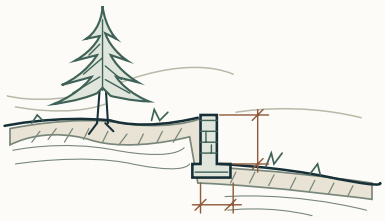
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

FIELD OPERATIONS / BLANK TEMPLATE

Crew time and materials



Record labour, materials and equipment used against an approved visit.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

List each worker or crew reference with time on site and breaks. Use quantities and units that dispatch can match to the work order.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference

Use the reference on the schedule or job sheet.

Crew or shift lead *

Time entries *

Record worker or crew reference, start, finish, breaks and billable units.

Materials and consumables *

List description, quantity and unit or enter “None”.

Equipment or disposal charges

Add rental or disposal references where applicable.

Approval reference for added work

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

Avalon
Property Care and Management

Paradise, NL
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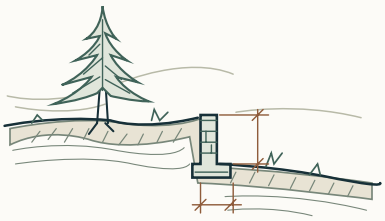
FIELD OPERATIONS / BLANK TEMPLATE

Visit completion and handover



Give the customer a clear closeout with work completed, exceptions and next steps.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Walk the agreed areas with the recipient when possible. Record who received the closeout and identify work still open.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Completed work by area *
State the visible result and relevant quantity.

Open items and next owner *
Specify the follow-up date and responsible person, or enter “None”.

Recipient or authorized contact *

Handover method *

In-person walkthrough / Written portal closeout / Phone walkthrough with written notes / Recipient unavailable, dispatch to follow up

Condition at departure *

Ready for the next use / Usable with a follow-up / Access restricted pending review

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

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Property Care and Management

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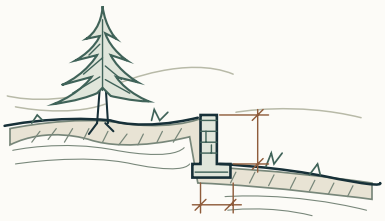
FIELD OPERATIONS / BLANK TEMPLATE

Hazard and stop-work record



Record an unsafe condition, the work affected and the person reviewing a restart.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

First alert the affected people and the supervisor directly. Complete the record from a safe place and record a restart only after the designated reviewer’s decision.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference

Use the reference on the schedule or job sheet.

Time observed *

Observed hazard and exact work area *

Describe the condition and task affected.

Immediate actions and people notified *

Record what was stopped, isolated or escalated and when.

Current work status *

Affected work stopped / Area isolated and other work continuing / Released by designated reviewer

Supervisor or designated reviewer *

Review and restart conditions *

Record agreed controls, review date or outstanding decision.

Attestation

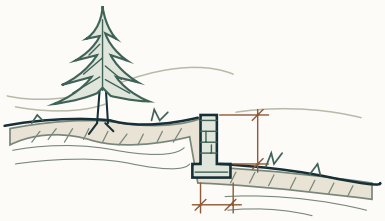
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

FIELD OPERATIONS / BLANK TEMPLATE

Incident or near-miss record



Capture the facts, immediate response and supervisor handoff for an incident or near miss.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Get emergency help and notify the supervisor directly when needed. Use the official reporting channels for reportable events. Keep clinical details and unrelated personal information out of this visit record.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Time of event *

Event type *
Near miss / Worker incident / Visitor or occupant incident / Equipment or environmental incident

Observed sequence and location *
Identify the task underway and facts observed.

Immediate response and notifications *

Record who was contacted and at what time.

Supervisor handling follow-up *

Official report or escalation reference

Use an existing reference if one has been assigned.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

References

WorkplaceNL · Report a workplace injury

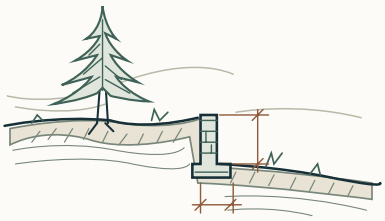
https://workplacenl.ca/employers/report-a-workplace-injury/

NL Occupational Health and Safety contacts

https://www.gov.nl.ca/gs/department/contact/

FIELD OPERATIONS / BLANK TEMPLATE

Customer property damage record



Document a damaged item or finish and arrange customer and supervisor follow-up.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Describe what was observed, its location and any documented earlier condition. Keep facts and reported statements clearly attributed.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Item or surface and room *

Time damage was observed *

Damage and prior condition *
Describe size, material and visible change. Identify the source of any earlier condition record.

Actions taken to prevent further damage *
Record the condition at departure.

Customer and supervisor contact or notification reference *

Authorized evidence reference

Person responsible for the next update *

Attestation

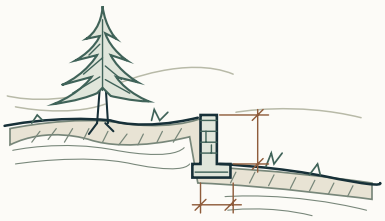
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

FIELD OPERATIONS / BLANK TEMPLATE

Specialist referral and access brief



Pass a documented observation to a qualified trade or specialist for assessment.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Describe the visible symptoms and the specific question. Identify who can approve a visit and any access arrangements without recording keys or alarm codes.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference

Use the reference on the schedule or job sheet.

Observed condition and location *

For example, identify a drip point or the equipment label and visible symptom.

Trade or specialty requested *

Question for the specialist *

Describe the assessment, quote or access support needed.

Customer or manager approval contact *

Referral status *

Proposed for approval / Approved for referral / Sent to vendor / Appointment arranged

Vendor, appointment or quote reference

Attestation

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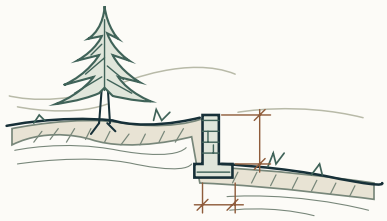
Printed name and role

Signature and date

FIELD OPERATIONS / BLANK TEMPLATE

No-access and return-visit report



Explain why a scheduled visit could not proceed and what would make a return possible.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Record attempts made within the agreed window and what dispatch needs before sending the crew back.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Arrival time *

Access issue *
Contact unavailable / Locked or blocked entry / Animal not secured / Unsafe approach / Building access restricted / Other site restriction

Contact attempts and times *
Identify the approved contact method without entering access credentials.

Return conditions and next action *

Identify what must be arranged, by whom and for which window.

Attestation

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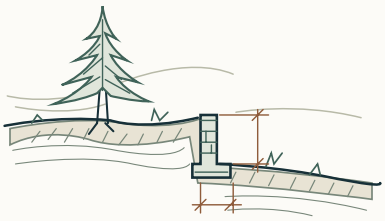
Signature and date

FIELD OPERATIONS / BLANK TEMPLATE

Debris and disposal transfer log



Record an authorized load from sorting or grounds work through to its destination.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Separate items for reuse, donation, recycling and disposal. Record unaccepted or unknown material for the dispatch lead to review.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Removal approval or work-order reference *

Materials and quantities *
Record item counts, volume or measured weight and units.

Receiving facility or organization *

Transfer outcome *

Accepted for reuse or donation / Accepted for recycling / Accepted for disposal / Partially accepted / Refused or held for review

Weight slip, donation or disposal ticket

Items remaining and disposition

Name the next contact for retained material.

Attestation

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Printed name and role

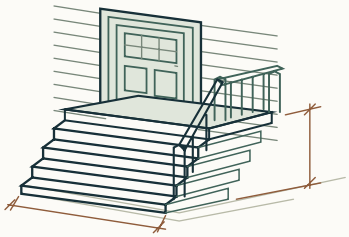
Signature and date

Avalon
Property Care and Management

Paradise, NL
+1 (709) 765-3536

FOLLOW-UP / BLANK TEMPLATE

Visit feedback



Tell the team which parts of the visit met expectations and what to change next time.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Name the room, task or outdoor area you are commenting on so the team can act on your feedback.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

How did the visit match the brief? *
Met expectations / Mostly met expectations / Follow-up needed

What should we keep or change? *
Include a specific result or service preference.

Would you like a reply? *
Yes, please reply in the portal / Yes, please call the contact on file / No reply needed

Attestation

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Printed name and role

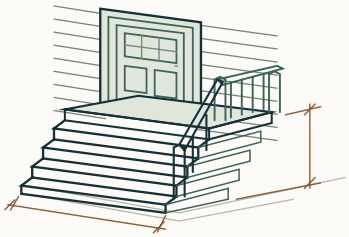
Signature and date

Avalon
Property Care and Management

Paradise, NL
+1 (709) 765-3536

FOLLOW-UP / BLANK TEMPLATE

Service complaint or correction request



Identify a missed task, condition or billing concern and the resolution you're seeking.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Describe the specific issue and when you first noticed it. State if an occupied unit or a pending handover makes follow-up time-sensitive.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit or work-order reference

Use the reference on the schedule or job sheet.

Date first noticed *

Concern *

Missed or incomplete task / Workmanship or damage / Scheduling or access / Billing or charge / Communication / Other

What happened? *

Name the task, area or invoice entry involved.

Requested resolution *

For example, a return visit, clarification of an invoice line or a call from the manager.

Time-sensitive date, if any

Attestation

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Printed name and role

Signature and date

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Property Care and Management

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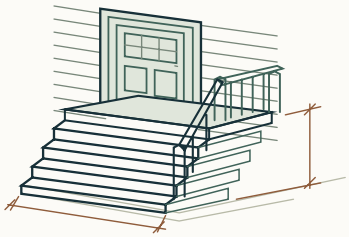
FOLLOW-UP / BLANK TEMPLATE

Correction and follow-up closeout



Document the response to a service issue, the assigned remedy and the outcome communicated to the customer.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Reference the original complaint or visit exception. Distinguish a proposed remedy from one the customer has already received.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Complaint, incident or visit reference *

What the review established *

Identify the agreed work and the specific gap.

Action and assigned person *

Record the return work, corrected charge or other response.

Follow-up due date *

Resolution status *

Action proposed / Agreed and scheduled / Completed and customer informed / Further review requested

Customer update or message reference

Attestation

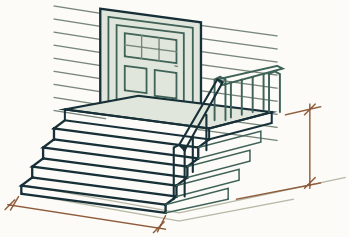
I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

FOLLOW-UP / BLANK TEMPLATE

Privacy or information request



Ask for access or correction, update consent, or raise a concern about how information was handled.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Identify the request or date range that would help locate the records. Staff can arrange proportionate identity verification separately. Leave government ID numbers and copies of identity documents out of this form.

Details to complete

An asterisk marks a required entry.

Requester name *

What would you like to do? *

Access my personal information / Correct inaccurate information / Withdraw or change consent / Ask about retention or deletion / Raise a privacy concern

Relevant records and date range *

Identify the booking, communication, photo or record category involved.

Your requested action *

For a correction, identify the inaccurate detail and the correction requested.

Preferred reply method *

Private portal message / Email already on file / Call the number on file

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

References

Office of the Privacy Commissioner of Canada · Accessing your information

https://www.priv.gc.ca/en/privacy-topics/accessing-personal-information/api_bus/