Maintenance Request Form

All maintenance requests must be reported to our office in writing. In the case of an urgent repair please contact us immediately on **5281 4500** or after hours on **0438 655 278 (please note to call after hours the matter must be of an URGENT nature only, no general maintenance issues will be taken over the phone or after hours. Urgent maintenance will be attended to asap).**

Date: / /

Property: _____

Tenant: _____

Contact details: Phone 1: _____ **Phone 2:** _____

Email: _____

☐ **I agree for the above details to be released to a third party for the purpose of arranging this maintenance.**

Signature: _____ **Date:** _____

Details of maintenance requested: **(if the maintenance requested relates to an appliance please give details of brand/model and if gas/elec. etc)**

_____

_____

_____

_____

_____

_____

_____

Office Use:

Owner Contacted: / / **Approved: Yes / No**

Notes: _____

_____

_____

Tradesperson: _____ **Contacted / / Phone / Fax / Email**

Notes: _____

_____

_____

Date Completed: / /