

# Maintenance Request Form

---

Tenant Name/s:

Date:

Property Address:

Preferred method to be contacted (please circle):

Email

SMS

Phone

Maintenance Required:

---

---

---

Requires:

Plumber

General Handyman

Electrician

Appliance Repair

Gas Repair

Locksmith

Glass Repair

Gardener

Pool Repair

Reticulation Repair

Are tradesmen to use the office set of keys (please circle): Yes No

If no, please specify the day in which you prefer the contractor to attend, and the contact details for them to gain access:

Date: \_\_\_\_\_

Contact Details: \_\_\_\_\_

---

## OFFICE USE ONLY

Staff Member: \_\_\_\_\_

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

Company Contacted: \_\_\_\_\_

Date Attending Property: \_\_\_\_\_

Work Order Date: \_\_\_\_\_

Follow Up Date: \_\_\_\_\_



(08) 9384 8000

575 Stirling Highway, Cottesloe WA 6011

[www.shellabears.com.au](http://www.shellabears.com.au)