

Repair and maintenance request

All requests regarding your rental property may be submitted by completing this form that will be given to your property manager. You can also print out this form and fax it to 9417 4973.

Required fields are marked with *

Date: _____

***Name:** _____

***Property Address:** _____

***Telephone (h):** _____

***Telephone (m):** _____

Telephone (b): _____

Email: _____

***Access:**

Use key in office: yes / no

call first: yes / no

***Repair Details:**

1. Items in need of repair:

2. Classification of repair:

Electrical

Plumbing

Structural

Appliance

3. Best day for access: (select as many as required)

Monday,

Tuesday,

Wednesday,

Thursday,

Friday

**Please note that any repairs are subject to the approval of the landlord.*