

Maintenance Request

We need all requests in writing... email is acceptable, even preferable.
 Otherwise, please complete this form and fax, post, or deliver to our office.

In the event of an emergency repair, contact the office immediately on 5474 8411.

DETAILS

Date: / /		Time: am / pm	
Property Address:			
Tenant Name:			
Contact Details	H:	W:	M:
Access:			
<input type="checkbox"/> No need to call. I'm happy for the tradesman to use the agency key <i>anytime</i> .			
<input type="checkbox"/> Please call to arrange a suitable time. I'm happy for the tradesman to use the agency key.			
<input type="checkbox"/> I would prefer to be home. Please call to arrange a suitable time.			
<input type="checkbox"/> Other instructions:			
			Signature
Request:			

If the repair relates to any of the following appliances, please list the make & model.

Stove:	Air Conditioning Unit:
Oven:	Washing Machine/Dryer:
Dishwasher:	Other:
Hot Water Service:	<input type="checkbox"/> Gas <input type="checkbox"/> Electric

Once the job is done...

Please let us know it's been completed to your satisfaction - or otherwise.