

Repairs and Maintenance Request Form

All maintenance requests **MUST** be received in writing.

Address: 198 High Street, Ashburton VIC 3147

Email: thomas@tlee.com.au Fax: 03 9885 3627

Phone: 03 9885 3887 Mobile: 0432 000 118

DETAILS

Date: ____/____/____

Property address: _____

Tenants name/s: _____

Tenants contact no.: (Bus. Hrs) _____ (After Hrs) _____

REPAIRS / MAINTENANCE

☐

Plumbing

☐

Electrical

☐

Heating/Cooling

☐

General Repairs

☐

Other, specify: _____

Model of Appliance (if applicable): _____

Type of Appliance (if applicable): _____

DESCRIPTION OF NEEDED WORK

ACCESS TO PROPERTY

Please choose one of the following options regarding the tradespersons access to carry out maintenance at the property:

- ☐ The tradesperson can collect keys from the Agent and attend the property without me being present
- ☐ I wish to be present when the tradesperson attends the property – If you choose this option, the Tradesperson will contact you directly to organise a mutually suitable time. Provide details of the best person to contact below:

Full Name: _____ Mobile No.: _____

OFFICE USE ONLY

Date received: ____/____/____ Received by: _____

☐ URGENT ☐ NOT URGENT _____

Landlords name: _____ ☐ Notified Landlord

Landlord's response: ☐ Has given the OK to proceed and organize one of our tradesmen

☐ Landlord will organise their own tradesperson

Tradesperson Organised: _____