

Blackburn Fax: 9894 1000
Camberwell Fax: 9882 0028
Carlton North Fax: 9387 3780
Carnegie/Glen Huntly Fax: 9572 2480
East Melbourne Fax: 9427 8009
Elsterwick Fax: 9519 8300
Ivanhoe Fax: 9499 1392
Mount Waverley Fax: 9888 2700
Oakleigh Fax: 9568 5833



TENANT MAINTENANCE REQUEST FORM

Date: ___/___/___

Property Manager: _____

Office: _____

Address: _____

Tenants Name: _____

Tenants Phone: (h) _____ m) _____

(b) _____

Tradesman to use office key yes / no

Please list in detail the maintenance that requires attention

Plumbing:

Electrical:

Gas:

Other:

Office Use Only

Date owner contacted: ___/___/___

Owners Comment:

Works authorised by owner: yes / no Quote only: yes / no

Job given to: _____