



## ■ ■ ■ ■ Maintenance request form

### Property/contact details

Property address:	<input type="text"/>		
Tenant name:	<input type="text"/>		
or, name of person lodging form on behalf of tenant:	<input type="text"/>		
Relationship to tenant:	<input type="text"/>	Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Phone(w):	<input type="text"/>	Phone(h):	<input type="text"/>
		Phone(m):	<input type="text"/>
Email:	<input type="text"/>		

### Repair request

Please provide a brief description of the repair:

How long has the condition existed:

Do you give permission for a tradesperson to enter if you are not there: Yes  No

If not, when is the most convenient time for repair? Day:  Time:

This form may be:

- Lodged in person at Ground Floor, 91 Northbourne Ave Turner ACT 2612
- Mailed to us at GPO BOX 1539 Canberra City ACT 2601
- Faxed to 02 6257 3532
- Emailed to [maintenance@independent.com.au](mailto:maintenance@independent.com.au)
- Filled out on-line at [independent.com.au/rent/maintenance\\_request](http://independent.com.au/rent/maintenance_request)

Thank you for reporting this matter to our office.

Someone will be in touch with you within one business day to advise what action will be taken.