



MAINTENANCE REQUEST

Date: __/__/__

Tenant Information:

Name:

Address:

Phone:

Email:

Maintenance Requested: **Urgent** **Non Urgent**

Is this the first notice you have given of this particular maintenance issue or a follow up enquiry?

First notice **Follow up**

Please describe your maintenance issue in detail:

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.....

Tradesperson to use office master key **Tenant to meet tradesperson at property**

Please classify the maintenance problem below:

Electrical Plumbing (water) Plumbing (gas) Retic
 Smoke Alarms Water damage Other.....

Please send completed form to your office:

Bunbury Busselton Dunsborough Cowaramup Margaret River Augusta

Office Use Only

Landlord:	Notified	Approved	
Work Order:	Sent	Quote	Approved
Work Completed:	Yes	No	