MAINTENANCE REQUEST FORM

(Please post or fax completed form to fax number (02) 6682 6886)

DATE: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE: (H): _____ (W): _____

MAINTENANCE DETAIL:

DO YOU GIVE PERMISSION FOR TRADESMEN TO OBTAIN KEY TO ACCES THE PROPERTY?	YES	NO

PLEASE BE ADVISED, A $35 SERVICE CHARGE PLUS COST OF REPAIRS WILL APPLY TO ALL REPAIRS THAT ARE DUE TO TENANT DAMAGE.

SIGNATURE:

Office use ONLY

OWNER:

Auth Limit: $.....

Approved by owner: .....

NOTES: