

MELBOURNE

RENTAL PROFESSIONALS

Maintenance Request Form

Date: _____

Received By: _____
(Office use only)

Property Address: _____

Tenant: _____

Contact Telephone: _____

Access Preference:

Tradesperson to contact tenant directly

YES / NO

Tradesperson to use office key

YES / NO

Please outline maintenance required below:

Make/Model if appliance problem:

Tenant Signature:

Property Managers Internal office information only

Landlord contacted : _____

Comments: _____

Tenant informed: _____

Tradesperson: _____

Contacted: _____
