

MAINTENANCE REQUEST



 Prime People. Prime Service. Prime Results.

45 Ryrie Street Geelong 3220
Phone: 5229 8822
Fax: 5229 8855
Website: prime-realestate.com.au

DATE: _____

PROPERTY ADDRESS: _____

TENANT NAME/S: _____

DAY TIME PHONE NUMBER: _____

ACCESS AUTHORISED WITH SPARE KEY: YES / NO

MAINTENANCE REQUIRED:

Details / Description: Please ensure you provide adequate detail eg. Make & model of appliance

PLEASE NOTE: TRADES PEOPLE WILL CONTACT YOU DIRECTLY TO GAIN ACCESS INTO THE PROPERTY TO COMPLETE WORK REQUIRED

Tenants Signature: _____

OFFICE USE ONLY

LANDLORD NAME: _____

DATE LANDLORD CONTACTED: _____ MESSAGE LEFT: _____

LANDLORD TO ARRANGE MAINTENANCE: YES/ NO

PRIME TO ARRANGE MAINTENANCE YES/ NO

CREDITOR: _____

DATE CREDITOR CONTACTED: _____