WALLER REALTY
SALES & LEASING

167 Barker Street, Castlemaine Ph: 03 54705 811 Fax: 03 54705 816

Tenant Maintenance Request Form

PROPERTY ADDRESS:

TENANT NAME/S:

DATE:

PHONE HOME:

PHONE WORK:

PHONE MOBILE:

EMAIL/FAX:

DETAILS OF MAINTENANCE REQUIRED:

.....
(Tenant/s Signature)

Please provide details of what maintenance needs attending and a brief description of problem if appropriate. Nominate the best Day & Time to be contacted. Please note NON URGENT maintenance items will be forwarded to your Landlord for approval before any action will be taken. You will be advised if tradesman are attending.

OFFICE USE ONLY

Reported to: _____

Landlord Details: _____

Action Taken: _____

Tradesman Contacted: _____

Comments: _____