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PROPERTY MANAGEMENT MAINTENANCE FORM

1. This form can be filled out and submitted by tenants reporting maintenance issues at the property they rent.
2. All non-urgent maintenance issues must be approved by the Landlord.
3. Completion of this form does not guarantee the maintenance will be carried out.
4. The Property Manager will submit all maintenance matters to the Landlord on the day that the form is submitted to own offices.
5. The tenant is required to fill out Sections A - C.

A. Property Information

1. Property Address:

2. Tenants Report of Maintenance Issue:

- ◆ _____
- _____
- _____
- ◆ _____
- _____
- _____
- _____
- ◆ _____
- _____
- _____

B. Tenant Information

3. Name:

Title (Please Tick)

Mr Ms Mrs Dr Other _____

First Name: _____

Surname: _____

4. Contact Details:

Home Phone No: _____

Work Phone No: _____

Mobile Phone No: _____

5. Email Address: _____

C. Condition of Reporting Maintenance

I acknowledge,

- ◆ All information filled out on this form is true and correct.
- ◆ This report of maintenance has been caused from "general wear and tear", and is not a maintenance issue that has been caused by my misuse of the property.
- ◆ Any maintenance issue caused by the deliberate misuse of the property is solely my responsibility that must be rectified immediately.
- ◆ The Property Manager will forward my contact details to the relevant tradespeople in order to attend to the maintenance I have specified on this form, and permit for the Property Manager to do so.
- ◆ Any damage I have reported this maintenance issue as soon as I have noticed it to have occurred.
- ◆ The Landlord is not obliged to approve any maintenance issue, unless the maintenance is deemed as "urgent" under the terms of the Residential Tenancies Act (Vic).

Continued next column...

C. Conditions of Reporting Maintenance – Continued...

I acknowledge,

- ◆ I will co-operate with the tradespeople appointed to attend to the maintenance in the best way possible.

Signed: _____

Date: _____

(The following sections are to be filled out by the Property Manager)

D. Landlord Information

6. Name:

Title (Please Tick)

Mr Ms Mrs Dr Other _____

First Name: _____

Surname: _____

7. Contact Details:

Home Phone No: _____

Work Phone No: _____

Mobile Phone No: _____

Email Address: _____

8. Landlord Response to Maintenance Request:

9. Tradesman Appointed to Attend to Maintenance:

8. Tradesman Response to Maintenance Request:

Initialled: _____

Date: _____