



## Maintenance Request Form

Tenant Details		
Date:		
Given Name/s:	Surname:	
Telephone (Mobile):	Email Address:	
Property Address:		
Street Number	Street Name:	
Suburb:	Post Code:	State:
Maintenance Request Details		
Date Identified		
Location of issue within Dwelling		
Category of Maintenance/ Repairs	<input type="checkbox"/> Plumbing <input type="checkbox"/> General Repairs <input type="checkbox"/> Electrical <input type="checkbox"/> Other - Please specify	
Details of Maintenance/ Repairs		
Were any immediate corrective action taken to prevent further damage?		
Office Use Only		
Date Received:	Received By:	
Category of Repairs:	<input type="checkbox"/> Non-urgent <input type="checkbox"/> Urgent <input type="checkbox"/> Very Urgent <input type="checkbox"/> Emergency	
Tradesperson Organised	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
Date of Scheduled Works:		
Added to Maintenance Register	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tenant Provided Update	<input type="checkbox"/> Yes <input type="checkbox"/> No	