Maintenance Request Form

LEO O'BRIEN PROPERTY

Agent:

Leo O'Brien Property
191-193 Raymond Street, SALE VIC 3850
Phone: (03) 5144 1888
Fax: (03) 5144 2288
Email: sales@leoobrienproperty.com.au
Website: www.leoobrienproperty.com.au

Date of Request _____/_____/_____

Property:

Address:

Contact Details:

I am the ☐ Registered Tenant ☐ Co-tenant

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr Other _____

Surname

Given Names

Company Name (if applicable)

Home Phone No

Mobile Phone No

Email Address

Access to Property:

Use the office key to gain access: ☐ Yes ☐ No

Contact tenant to gain access: ☐ Yes ☐ No

Maintenance Required:
(Note: please provide as much detailed information about the maintenance issue as possible. This will help in providing the best possible outcome when addressing the maintenance request)

OFFICE USE ONLY

Landlord Contacted: ☐ Yes ☐ No

Name:

Date:

Quote Requested by Landlord ☐ Yes ☐ No

Instructions:

Actioned by:

Date: