

Maintenance Request Form

Fax to 3839 6739 or email to realty@loanstar.com.au

URGENT ROUTINE REQUEST

(Please tick the relevant box. Urgent maintenance should be notified immediately. A request is asking for improvements e.g. if you are requesting screens or air conditioning etc)

Date: Property:

Tenant: Contact number:

Detailed description of problem: (E.g. if you have a leaking tap advise which tap and where it is leaking from.)

If the problem is with an appliance please write down Make and model of appliance (e.g. Chef Select electric oven.)

If a stove or Hot Water System, is it GAS ELECTRIC

What is your preference for access to contractors:
Phone first Ok to take office keys *(please circle your choice)*

Tenant Signature: Date:

For office use only

Taken by: Date: Time:

Owner notification:

Owner response:

Contractor & work order number:

Any comments: