

MAINTENANCE REQUEST

Address of Property: _____ Date: _____

Tenant Name(s): _____

Mobile: _____ Email: _____

Phone (w): _____ Phone (h): _____

The following repair items require attention:

1. _____

2. _____

3. _____

4. _____

Please note: If the repairs needed are for an appliance, please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising the repair.

☐ **I authorise the key to be used to resolve the repair.**☐ **I would prefer to be contact to make a time with tradesman / owner to attend.**

I acknowledge that my contact information may be provided to either the contractors engaged by Professionals Wodonga or the owner of the property to facilitate contact in order to carry out the repairs.

Tenant Name_____
Signature_____
Date**Office Use Only**

Date Received: _____

Entered into Console: _____ **Yes / No**