

ONLINE MAINTENANCE FORM

PRODPERTY MANAGEMENT DEPARTMENT

Telephone: 9558 4599 Fax: 9540 3319

Please complete should you have any maintenance issues. Leave for collection at your next inspection or forward to our office.

Address.....	
Name.....	
Phone: Home.....	Work.....
Mobile.....	Email.....

Detail of maintenance and possible cause:

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ACCESS:

- Tradesman to collect keys from our office.
- Organise appointment with Tenant.

I consent that my personal information shall be forwarded tradespeople, landlords and/or landlord's agents or the purpose of maintenance and repairs.

SIGNED.....DATE.....

CHECK LIST – OFFICE USED ONLY

Date notice received		/	/
Time received		am/pm	
Access for tradesperson using the agency's key confirmed	YES/NO	/	/
Tenant arrange tradesperson	YES/NO	/	/
Landlord approval	YES/NO	/	/
Invoice received and work has been completed	YES/NO	/	/
Invoice amount	\$		
Advice landlord of amount	YES/NO	/	/
Invoice approved for payment	YES/NO	/	/
Property manager signature			

Owner name.....Contact No:

Instruction.....

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