Licenced Estate Agents
508 Plenty Road, MILL PARK VIC 3082
Ph: (03) 9436 6622 Fax: (03) 9436 6368 email: rentals@chestertonrealestate.com.au

MAINTENANCE REQUEST FORM

It is a policy of our office that all repairs or complaints must be advised as soon as possible. In order for repairs/complaints to be attended to, please complete this form and fax, post or deliver to our office. Either a representative of our office or tradesperson will then be in contact with you.
According to Section 74 of the Residential Tenancies Act 1977, all NON-URGENT repairs must be reported in writing to the Agent whereby the Agent or Landlord must carry out the non-urgent repairs within 14 days of receiving the maintenance request.
Any notification of maintenance must be clear, detailed and contain all relevant information to the repair required. The following format is preferred and should be used whenever you submit a request for non-urgent repairs.
All URGENT repairs must be reported firstly, by telephone to the Agent, and then confirmed in writing, Examples of urgent repairs include bust hot water service, blocked/broken toilet system, serious storm/fire damage & breakdown of gas/water/electricity.

Property Address: _____
Date: _____ Received by: _____ Portfolio Manager: _____

Tenants: _____
Home: _____ Work: _____ Mobile: _____

Landlord: _____
Home: _____ Work: _____ Mobile: _____
Date Contacted: _____
Instructions: _____

Maintenance Problem/s & Further Instruction/s:

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TRADES PERSON:	AMOUNT:	DISB NO.	DATE A/C RECEIVED:
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_____	_____	_____	_____
_____	_____	_____	_____