



## Maintenance Form

*Please Note: Failure to complete with as much detail as possible could result in delays.  
If you have difficulties completing this form, please contact our office on 1300 974 618 for assistance.*

Date:		Asset Coordinator (if known)	
Property Address:			
Tenant's Name/s:			
Email:			
Home Phone:		Mobile:	
Hot Water: Gas/Electric	Stove: Gas/Electric	Oven: Gas/Electric	Air Conditioning Unit
Dishwasher			
Other:			
Make		Model	Serial Number
Description of Required Maintenance			
Have you referred to the Maintenance Troubleshooting Guide?			Yes    No    N/A
What (if any) remedial actions have you taken to fix the problem yourself?			
Do you give permission for your contact details to be provided to the Tradesperson so they may contact you to organise entry to your property?			
I agree		Please contact me before you do this	