



Hayden Real Estate Melbourne
310 Toorak Road, South Yarra VIC 3141
Phone: 03 9820 0244

Property Manager : _____

Property Address : _____

Tenant 1: Name _____ Mobile: _____

Tenant 2: Name _____ Mobile: _____

MAINTENANCE REQUEST FORM

<u>Please list issue/s below</u>		<u>Room</u>
<u>Plumbing</u>		
<u>Electrical</u>		
<u>Blinds</u>		
<u>Locksmith</u>		
<u>Others</u>		

Please Note: If repairs are needed for an appliance, please advise whether it is Gas or Electric and provide the make & model number as this will speed up the process of organising the repair

Access for tradesperson: Use Office Key/s Call to arrange access

Best Point of Contact to arrange Maintenance

Name: _____ Phone: _____