



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

Property Manager : \_\_\_\_\_

Property Address : \_\_\_\_\_

Renter 1: Name \_\_\_\_\_ Mobile: \_\_\_\_\_

Renter 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: \_\_\_\_\_