



Maintenance Request Form

Property: _____

Date: ____/____/____

Contact Details:

Tenant Name: _____

Work ph: _____ **Home ph:** _____

Mobile ph: _____ **Email:** _____

EMERGENCY **ROUTINE** **REQUEST ONLY**

Repairs/Maintenance Required (Please give DETAIL): _____

This Form May be Either:

1. Lodged in person at Korn Real Estate, 90 Carrington Street, Adelaide SA 5000
2. Mailed to us at 90 Carrington Street, Adelaide SA 5000
3. Email to us at Korn@korn.com.au
4. Or Lodge electronically via our website, www.korn.com.au

<i>Office Use Only</i>	<i>Completed Date Staff Initial</i>
Date work order generated	
Owners Name	
Lessor spend limit	
Lessor authority requested/approved	
Tenant Advised	