



**MAINTENANCE REQUEST**

Date: ..... / ..... / .....

**Tenant Information:**

Name: .....

Address: .....

Phone:.....

Email: .....

**Maintenance Requested:**

**Urgent**       **Non Urgent**

Is this the first notice you have given of this particular maintenance issue or a follow up enquiry?

First notice       Follow up

Please describe your maintenance issue in detail:

.....  
.....  
.....  
.....  
.....  
.....

**Access for tradesperson:**

Tradesperson to use office master key

Tenant to meet tradesperson at property

**Please classify the maintenance problem below:**

Electrical       Plumbing (water)       Plumbing (gas)

Other       Please specify: .....

.....

**Please send completed form:**

**Via fax: 08 8359 4088 or**

**Via email: [info@ourproperty.guru](mailto:info@ourproperty.guru) or**

**Via post or in person to: 240 Hampstead Road, CLEARVIEW SA 5085**