



Fax: 03 9801 8811
Email: wantirna@hillre.com.au

Date received:

MAINTENANCE REQUEST FORM

Property Address: _____

Tenant/s Name: _____

Contact Phone Numbers: (W) _____ (H) _____

(M) _____ (Email) _____

Specific Repair Request Details: _____

Photo's to be provided and emailed to wantirna@hillre.com.au together with this form

Appliance _____ Gas/Electric _____ Make _____ Model _____

Access:

1. Enter at repairers convenience using office key/s Yes

2. Ring day _____ best time _____ to arrange repair appointment Yes

3. If the repair falls under Emergency repairs, please ring through first then complete form.

Landlord spoke to: _____

Date/Time: _____

Instructions: _____

Repairer: _____

Date/Time: _____

Action: _____

Privacy: It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs/complaints to be attended to, please complete this form and fax, post or deliver to our office. Either a representative of our office or a tradesperson will then be in contact with you. We are an independently owned and operated business. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorized by Hill Real Estate) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting our privacy officer.

TENANTS SIGNATURE _____ DATE _____ TIME _____ AM/PM

Date Repair Completed: _____

Tenant/Invoice No: _____

Office Use

Received by: _____

Date: _____ Time: _____

Copy of report to T/T: _____