

**MAINTENANCE REQUEST FORM**

Ph: 03 9563 1711 Fax: 03 9568 4558  
Email: [maintenance@justrentalsre.com.au](mailto:maintenance@justrentalsre.com.au)



DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Tenant(s) Name: \_\_\_\_\_

Daytime Contact numbers: 1. \_\_\_\_\_ 2. \_\_\_\_\_

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

Authorised for tradesperson to use security keys: YES / NO

(Please note that we use only preferred tradespeople who have been selected for their professionalism and integrity – **allowing them to use security keys will assist in reducing the time taken to attend to the repairs or maintenance.**)

Do you have a dog: YES / NO Type: \_\_\_\_\_ Secured: YES / NO

**Description and specific location of maintenance:**

Please be as detailed as possible about the maintenance requested as this assists us with the appropriate action.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HWS Repair: Brand: \_\_\_\_\_ Mode No: \_\_\_\_\_ Gas / Electric  
If the hot water system is gas, please ensure the pilot light is lit before contacting our office.

**IMPORTANT INFORMATION – PLEASE READ**

- 1. Please understand that the standard of the house is as inspected and any requests for renovation or refurbishment MUST BE REFERRED TO THE OWNER AND IS AT THEIR DISCRETION
- 2. If the repair or maintenance has not been done and you have not heard from us within seven (7) days, please contact your Property Manager. Please note: some owners insist on repairs being referred to them before we can act.
- 3. Repairs are referred to tradespeople promptly - time frames can vary depending on the individual tradespersons workload
- 4. Unauthorised work to the property will be at the tenants expense ONLY