MELBOURNE CORPORATE OFFICE
Mezzanine Level, Optus Centre
367 Collins Street
MELBOURNE VIC 3000

Ph: 9940 7222 Fax: 9940 7200

MAINTENANCE REQUEST FORM

Date:	
Name:	
Phone Numbers:	
Property Address:	

Work required (please outline in detail):

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Your phone numbers will be given to the appropriate tradesperson

- The tradesperson will contact you directly to arrange a time for them to come to the property and address the problem

Note: If it is found that the defect/damage to the property was a result of misuse of the property by the tenant, the tenant will be liable for any costs to repair the defect/damage.

PLEASE RETURN THIS FORM TO THE OFFICE