

PROPERTY MANAGEMENT MAINTENANCE FORM

- All non-urgent maintenance issues must be approved by the landlord.
- Completion of this form does not guarantee the maintenance will be carried out.
- The Property Manager will submit all maintenance matters to the Landlord within 24hrs of the form being submitted. Please note that if the repairs needed are for an appliance, please advise whether it is gas or electric and where possible the make and model number. This will speed up the process of organizing the repair.

Property Information

1. Property Address:

2. The following repair items require attention:

Tenant Information

3. Name:

Title (please tick)

Mr Ms Mrs Dr

First Name: _____

Surname: _____

4. Contact Details:

Home Phone No: _____

Work Phone No: _____

Mobile Phone No: _____

Email Address: _____

Conditions of reporting maintenance

I acknowledge,

- All information provided on this form is true and correct to the best of my knowledge;
- My contact information may be provided to either the contractors engaged by Anton Real Estate or the owner of property to facilitate contact in order to carry out the repairs;
- Any maintenance reported has been caused by general wear and tear. I am aware that any maintenance caused by deliberate misuse of the property is solely my responsibility and I must rectify these immediately.
- The landlord is not obliged to approve any maintenance issue, unless maintenance is deemed as "Urgent" under the terms of the Residential Tenancies Act (Vic).

Signed: _____

Date: _____

Office Use Only

Date received: _____

Owner: _____

Contacted via: Phone Fax Email Letter

Instruction: _____

Tradesperson Appointed: _____

Est. Date of Completion: _____

Completed Date: _____ Initialled: _____