MAINTENANCE REQUEST FORM

Please return maintenance request via email or hand delivery to:
West End Real Estate 125 Pakington Street, Geelong West VIC 3218
Email: info@westendrealestate.com.au

Property Address:
Tenant Name:
Reported By:

Contact Details:

Home:	BH:
Email:	

Maintenance Required:
(Please try to give as much detail as possible.eg: make/model)

□ **I Authorise West End Real Estate P/L t/a West End Real Estate to allow appropriate tradesperson to use office keys to access property to attend to above maintenance.**

□ **I Authorise West End Real Estate P/L t/a West End to give the above contact details to any tradesperson for the purpose of rectifying the above maintenance. To save time, it is preferred that tradespeople contact you directly to organise access.**

Signed: _____

Date: ____/____/_____

---

office use only:
Landlord Name:
Date contacted:
Landlord Instructions:
□ Landlord to attend □ Landlord Authorised agent to attend

Tradesperson: _____
Date contacted: ____/____/_____
Maintenance completed: ____/____/_____