



Maintenance Request

Dear Tenants,

All maintenance requests to be submitted in writing, either online, or using this form. Kindly provide us with as much information as possible (e.g. kitchen cold tap is leaking).

If the problem is traced back to a 'User' fault, you will be liable for all costs.

Thank you in advance!

Your Property Management Team
City Sales & Rentals Pty Ltd

TENANCY DETAILS:	
Address :	_____
Tenant Name/s :	_____
Best Contact Number/s :	_____
Email :	_____
Access (please circle) :	Tradesperson to Collect Key in Office/ Tradesperson to Contact Tenant for Access

MAINTENANCE DETAILS:	
Date:	_____
Description of Issue/s:	_____

OFFICE USE ONLY:	
Date Reported to Owner:	_____
Trade Ordered:	_____
Action Taken:	_____
Additional Comments:	_____

