

MAINTENANCE REQUEST FORM

Failure to complete thoroughly may result in delays

PROPERTY:.....

TENANT/S:

HOME PH: MOBILE PHONE:

WORK PH: DATE: / /

Access

Phone tenant to arrange access

We give permission for tradespeople to use office keys

Alarm? YES / NO Dog? YES / NO

Make/Model of Appliance

Repairs Required

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.....
.....
.....
.....

THIS FORM MAY BE

1. Lodged in person to Ian Hutchison Real Estate, Shop 7, 21 Mends Street, South Perth
2. Faxed to 9474 2660
3. Emailed to reception@ianhutch.com.au

Office Use Only

DATE RECIEVED: _____

PM: _____

CONTRACTOR: _____

REPAIR AUTH: _____