

Harcourts Clayfield

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Maintenance Request Form

Date: _____

Received by: _____
(Office use only)

Property Address: _____

Tenant: _____

Contact telephone: _____

Access preference:

Tradesperson to contact tenant directly YES/ NO

Tradesperson to use office key YES/ NO

Please outline maintenance required below:

Make/Model if appliance problem:

Tenant Signature: _____

Property Managers Internal office information only

Landlord contacted: _____

Comments: _____

Tenant Informed: _____

Tradesperson: _____

Contacted: _____