



Here we are.
Where you need us.

Harcourts

Maintenance Request

PROPERTY:		
REQUESTED BY:		OWNER / TENANT
DATE:		TIME:
PHONE:	MOBILE:	OFFICE KEY YES / NO
Detail of Repair Requested:		
TO BE FORWARDED TO PROPERTY MANAGER FOR ACTION		
ACTIONED BY: DATE:		TIME:
REPAIR AUTHORITY: \$		DISCUSS WITH OWNER: YES / NO
OWNER INSTRUCTION:		
REPAIRER/TRADESPERSON USED:		
ESTIMATED COST (If Applicable) \$		ORDER NO.
KEY TAKEN BY:	DATE TAKEN	DATE RETURNED
PCR UPDATED (If Applicable)		YES / NO

