

Maintenance Request Form

Complete this form in as much detail as possible to ensure prompt and accurate action.

Once completed please return via:

Fax: 9664 8111

Email: rentals.melbournecity@harcourts.com.au

Post: 204/120 Collins Street, Melbourne VIC 3000

Or you can complete the online maintenance request form

www.melbournecity.harcourts.com.au

For *Urgent Repairs Only* Ph: 9664 8100

If after business hours please follow the prompts

Date: _____ Time: _____

Property Address: _____

Tenant Name/s: _____

Telephone: (AH.) _____ (BH.) _____ (M.) _____

Can our tradesperson use the office key for access if required? Yes / No

Maintenance issue: _____

(if the matter relates to an appliance please state if gas or electric)

What, if any, solutions have you attempted?

Tenant/s signature: _____