

# Tenant request.

## Maintenance / repairs form.

It is a policy of our office that all repairs or maintenance requests must be in writing and posted, emailed or faxed to our office as soon as possible. We only accept emergency repairs by phone.

Tenant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Phone:

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

Nature of problem: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If the repair relates to any of the following appliances please list the make and model

Stove	Washing Machine
Oven	Fridge
Cooktop	Dryer
Dishwasher	Air Conditioner
Hot Water <input type="checkbox"/> Elec <input type="checkbox"/> Gas	Microwave

If this is an emergency, please dial 000 and then immediately phone your Property Manager.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send to: Landmark Harcourts, 44 Ryley Street, Wangaratta, Victoria 3677.

Fax: 03 5721 3218 Email: [anthony.dagostino@landmarkharcourts.com.au](mailto:anthony.dagostino@landmarkharcourts.com.au) or [karen.vandersteeg@landmarkharcourts.com.au](mailto:karen.vandersteeg@landmarkharcourts.com.au)