



# TENANT REQUEST

## MAINTENANCE / REPAIRS FORM

Harcourts Langwarrin will only accept repairs or maintenance requests in writing. You can post, fax, email or hand deliver the requests to our office. If the maintenance issue is URGENT, such as broken glass, a gas leak, electricity outage or water leak, please report these repairs by phone.

### HARCOURTS LANGWARRIN

Shop 2, Gateway Shopping Village  
Cranbourne-Frankston Road  
LANGWARRIN 3910  
P: 03 9775 8999  
F: 03 9775 9666  
E: [langwarrin@harcourts.com.au](mailto:langwarrin@harcourts.com.au)

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

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

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

Email: \_\_\_\_\_

### REPAIRS REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you give permission for the tradesperson to enter the property with our Harcourts office key: Yes  / No

Tenant Signature: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

OFFICE USE ONLY				
Date Received		/	/	
Landlord Advised and Approval Given:	Yes <input type="checkbox"/> No <input type="checkbox"/>	/	/	
Work Order Number:				
Work Completed:	Yes <input type="checkbox"/> No <input type="checkbox"/>	/	/	
Invoice Amount	\$	Sent to Landlord	Yes <input type="checkbox"/> No <input type="checkbox"/>	