

This form may either by:

* Completed and lodged online at www.dawsonrealestate.com.au

* Completed and emailed to info@dawsonrealestate.com.au

* Faxed to 03 9840 1024

* Lodged in person at 696 Doncaster Road, Doncaster 3108



REAL ESTATE

Residential Maintenance Request Form

Date :

Name :

Contact Numbers: h: **w:** **m:**

Address:

(As stated on tenancy agreement)

Description of Problem / Maintenance Required

.....

.....

.....

.....

Access Details: (Please tick which method you would prefer)

Release Agency keys Tradesperson to contact Tenant

Sign :

Print Name :

Office use only (Checklist)	Completed
Date Received	___ / ___ / ___
Time Received	___ am/pm
Date Entered on Rest	___ / ___ / ___
Landlord Advised Approved Yes / No	___ / ___ / ___
Job given to:	
Access for Tradesperson, use agency's key	<input type="checkbox"/>
Contact tenant to arrange access for Tradesperson	<input type="checkbox"/>
Confirm work has been completed	<input type="checkbox"/>
Advise Landlord of Invoice cost	<input type="checkbox"/>
Invoice Cost	\$
Invoice approved for payment	___ / ___ / ___