



## MAINTENANCE REQUEST

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DATE: \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

(Email) \_\_\_\_\_

REPAIRS  
REQUIRED: \_\_\_\_\_

(Please provide as  
much detail as  
possible) \_\_\_\_\_

ACCESS FOR TRADESPERSON: Use the Agency's key  Call to arrange access

### THIS FORM MAY BE EITHER:

1. Lodged in person at **175 Springvale Road, Springvale VIC - 3171**
2. Mailed to **Dynasty Real Estate** at the above address
3. Faxed to **9562 4033**.

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Property Manager: \_\_\_\_\_

Date Entered on Computer: \_\_\_\_\_

Job given to: \_\_\_\_\_ Order No. \_\_\_\_\_

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