



Maintenance Request Form

If you have any maintenance issues, please complete this form & fax to 03 9818 8993

Date of Request: _____
Property Address: _____
Tenant/s: _____
Contact Phone: BH _____ Mob _____

Details of maintenance & possible cause:

How would you prefer trades people to access the property?

* Please note: Tradesmen will charge a fee to the tenant which is a minimum \$33 fee to pick up keys and \$55 for missed appointments

- Pick up keys from **Robert Martin Realty**
- Arrange appointment with tenant

I consent that my/our personal information shall be forwarded to trades people, the landlord and/or the landlord's agents for the purpose of maintenance and repairs.

Signed by Tenant/s _____ Date _____