

Maintenance Request Form



Property address: _____

Tenant name: _____

Contact phone number: Home: _____ Mobile: _____

Email address: _____

Date: _____ / _____ / _____

Best time for our tradesperson to contact you: _____ am _____ pm

Repairs requested:

This form may be either:

- Lodged in person at our office: 11 Ocean Street, Victor Harbor
- Mailed to us at the above address
- Faxed to us on 8552 2643
- Emailed to us; victorrentals@saprofessionals.com.au

(Please note: Once approval has been given for the repairs to be completed the appropriate tradesperson will contact you, the tenant(s) directly to arrange a time for the repairs to be carried out. Professionals Victor Harbor will not be in contact directly to arrange the repairs.)

Office use only

Date received	____ / ____ / ____
Landlord advised and approval given Yes/No	____ / ____ / ____
If No, tenant advised and call log recorded in computer	____ / ____ / ____
If Yes, job given to	____ / ____ / ____