



SOUTHERN BRIGHT REALTY

Licensed Estate Agent

Suite 104, 2 Queen Street, Melbourne VIC 3000
T. 03 9620 3188 F. 03 9923 2723 Email: info@southernbright.com A.C.N. 150 121 074

Maintenance Request Form

Send your completed form to info@southernbright.com or fax to 03 9923 2723

Date:

Property Address:

No	Tenant Name:	Contact Number	Email
1			
2			
3			

MAINTENANCE ISSUE(S)

- Plumbing
 Electrical
 Heating/ Cooling
 Other

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APPLIANCE MAINTENANCE

TICK (if applicable)	APPLIANCE	Model No	Make
<input type="checkbox"/>	E.g., Oven, Dishwasher, etc.		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

ACCESS TO OUR PROPERTY:

I/ We the tenant(s) of the above mentioned property give authority for the following:

- Please arrange contractor to collect the key from Southern Bright Realty office and complete work
 Please provide my contact details to the contractor to make appropriate appointment time.

.....
Signature

.....
Date

Further Information: To avoid delays, please ensure that you are available on the contact details you have provided and provide access upon request of the contractors. Please be aware that tenants are responsible for any issues/damage caused by them or their guests.

OFFICE USE ONLY

Ref Number:	Please account to:
Further Instructions:	
<i>*determine if tenant caused or wear and tear, if tenant caused, inform tenant as they will be responsible for repair cost.</i>	
Attending Tradesperson:	Quote / Work Order