



## PROPERTY MANAGEMENT MAINTENANCE FORM

- ✓ All non-urgent maintenance issues must be approved by the landlord.
- ✓ Completion of this form does not guarantee the maintenance will be carried out.
- ✓ The Property Manager will submit all maintenance matters to the Landlord within 24hrs of the form being submitted.

**Please note:** If the repairs needed are for an appliance, please advise whether it is gas or electric and where possible the make and model number. This will speed up the process of organising the repair.

### Property Information

1. Property Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The following repair items require attention:

- ◆ \_\_\_\_\_  
\_\_\_\_\_
- ◆ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ◆ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Tenant Information

3. Name:

Title (please tick)

Mr  Ms  Mrs  Dr

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

4. Contact Details:

Home Phone No: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Conditions of Reporting Maintenance

I acknowledge,

- ◆ All information provided on this form is true and correct to the best of my knowledge;
- ◆ My contact information may be provided to either the contractors engaged by Castlemaine Property Group or the owner of property to facilitate contact in order to carry out the repairs;
- ◆ Any maintenance reported has been caused by general wear and tear. I am aware that any maintenance caused by deliberate misuse of the property is solely my responsibility and I must rectify these immediately.
- ◆ The landlord is not obliged to approve any maintenance issue, unless maintenance is deemed as "Urgent" under the terms of the Residential Tenancies Act (Vic).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

Date received: \_\_\_\_\_

Owner: \_\_\_\_\_

Contacted via: Phone  Fax  Email  Letter

Instruction: \_\_\_\_\_

Tradesperson Appointed: \_\_\_\_\_

Est. Date of Completion: \_\_\_\_\_

Completed Date: \_\_\_\_\_ Initialled: \_\_\_\_\_