

Date: ..... / ..... / .....

**Tenant Information:**

Name: .....

Address: .....

Phone: .....

Email: .....

**Maintenance Requested:**

**Urgent**

**Non Urgent**

Is this the first notice you have given of this particular maintenance issue or a follow up enquiry?

**First notice**

**Follow up**

Please describe your maintenance issue in detail:

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Access for tradesperson:

**Tradesperson to use office master key**

**Tenant to meet tradesperson at property**

Please classify the maintenance problem below:

Electrical

Plumbing (water)

Plumbing (gas)

Other

Please specify: .....

**Please send completed form:**

**Via email:** [tiffany.sacco@leadingrealestate.com.au](mailto:tiffany.sacco@leadingrealestate.com.au) or

**Via post/in person:** Shop 3, 2 Brook Street, Sunbury Vic 3429 or

**Via fax:** 9744 2233 or