

Maintenance Request

For Urgent Repairs (emergency) please call 1300 520530 (24 hour service)

IMPORTANT: Fax this form to Melbourne Asset Real Estate on 1300 520 540, **OR** scan and email to maintenance@mamproperty.com.au, **OR** send to GPO 5448, Melbourne VIC 3001. All forms are available on our website at www.mamproperty.com.au

Date			
Property Address			
Name			
Contact:	Phone	Email	
Name			
Contact:	Phone	Email	

Maintenance Required

Please ensure you provide adequate details eg. Make and model of appliances that require repair.

The property owner / maintenance person / tradesperson will contact you on the contact provided above. Repairs/Maintenance shall only be completed during regular business working hours at the discretion of the service provider and it is the tenants responsibility to provide access. If you cannot provide access you must select yes below to allow access.

I give permission for the property owner / maintenance person / tradesperson to enter the property using a key supplied by the agent.

YES NO

Full Name	Phone
Signature	Date
Full Name	Phone
Signature	Date