



## Maintenance Request Form

1. Date: \_\_\_\_\_
2. Tenant/s Name: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Mobile: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
5. Maintenance Request  
\_\_\_\_\_

7. Tradesperson Access (please tick the appropriate box)

- No access required.
- Use office set of keys.
- Please call me first.

8. Please Return:      Via Mail: Marshall White One, P.O. Box 8082, ARMADALE 3143  
                                 Via Email: [propertymanagement@mwone.com.au](mailto:propertymanagement@mwone.com.au)  
                                 Via Facsimile: 9824 7788

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### Office Use Only

1. Tradesperson Instructed  
 Yes     No      Tradesperson: \_\_\_\_\_
2. Landlord advised  
 Yes     No      Date: \_\_\_\_\_