



**MAINTENANCE REQUEST**

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DATE: \_\_\_\_\_

TENANT'S NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

EMAIL \_\_\_\_\_

**REPAIRS REQUIRED:**

(Please provide as much detail as possible)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACCESS FOR** Use the Agency's keys

**TRADESPERSON:** Call to arrange access

**THIS FORM MAY BE EITHER:**

1. Lodged in person at Aslander Real Estate
2. Faxed to **(08) 9355 3299**
3. Emailed to [reception@aslander.com.au](mailto:reception@aslander.com.au)
4. Posted to **PO Box 5354, East Victoria Park, WA, 6981**

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Time \_\_\_\_\_

Date entered into computer \_\_\_\_\_ By \_\_\_\_\_

Job given to: \_\_\_\_\_

Order No: \_\_\_\_\_