



OFFICE	FAX NUMBER	OFFICE	FAX NUMBER
ASCOT VALE	9370 0333	DONCASTER	9841 7811
BENTLEIGH	9557 6133	MELBOURNE	9519 8300
BLACKBURN	9894 8111	MT WAVERLEY	9888 2700
CAMBERWELL	9805 1199	NORTHCOTE	9482 1491
CARLTON	9347 5447	OAKLEIGH	9568 5833
CARNEGIE	9572 2480	THORNBURY	9480 5927

MAINTENANCE REQUEST

Please complete & fax or email to your managing agent.

Date	
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Property Address	

Tenant Name(s)	

Contact	w	h	m
Email			

Maintenance Issue(s) needing attention	

For appliances, please provide the following information			
Type	Gas	Electric	Other <small>(please specify)</small>
Make	Model		

Key Authority: I / We give permission for Woodards to provide keys to the appropriate tradesperson in order to access the property and attend to repairs.		Please Tick
Signed	Signed	

Office Use Only			
Owner Contacted		Quote Required: Yes / No	Work Authorised: Yes / No
Job given to			