

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

# 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			