

OFFICE	EMAIL	OFFICE	EMAIL
ASCOT VALE	ascotvale@woodards.com.au	ESSENDON	essendon@bradtealwoodards.com.au
BENTLEIGH	bentleigh@woodards.com.au	GISBORNE	gisborne@bradtealwoodards.com.au
BLACKBURN	blackburn@woodards.com.au	KEILOR	keilor@bradtealwoodards.com.au
CAMBERWELL	camberwell@woodards.com.au	MOUNT WAVERLEY	mountwaverley@woodards.com.au
CARLTON	carlton@woodards.com.au	NORTHCOTE	northcote@woodards.com.au
CARNEGIE	carnegie@woodards.com.au	OAKLEIGH	oakleigh@woodards.com.au
COBURG	coburg@woodards.com.au	PASCOE VALE	pascoevale@bradtealwoodards.com.au
DONCASTER	manningham@woodards.com.au	PRESTON	preston@woodards.com.au
ELSTERNWICK	elsternwick@woodards.com.au	SUNBURY	sunbury@bradtealwoodards.com.au

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 (please specify)
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			