

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			
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				