



Fax to : 03 5023 3332 or
Deliver to : 107 Eighth Street, Mildura
Email to: admin@burnsandco.com.au

MAINTENANCE REQUEST

Date: _____

Property Address: _____

Property Manager _____

Tenant Name/s: _____

Phone Number (AH) _____ (BH) _____ (M) _____

E-mail: _____ Fax: _____

Access to Property: _____

Description of Maintenance Issue: **(Please be specific)**

The Tenant acknowledges that they shall reimburse the landlord for the cost of any repairs that are due to negligence, or damage, caused by the tenant or any of the tenants visitors. Furthermore, if a Tradesperson is called to the property and no fault is found the tenant may be liable for the call out fee charged.

Signed by Tenant

OFFICE USE ONLY

Comments

Maintenance Recorded on System:

Landlord Contacted:

Tradesperson Arranged:

Maintenance Completed: