

## **MAINTENANCE REQUEST FORM**

IT IS THE POLICY OF OUR OFFICE THAT ALL MAINTENANCE REQUESTS SHOULD BE MADE IN WRITING, AND AS SOON AS POSSIBLE.

FOR YOUR REQUEST TO BE ATTENDED TO, PLEASE COMPLETE THE FOLLOWING AND SEND TO US IN ONE OF THE FOLLOWING WAYS.

FAX TO 3316 2777  
POST TO PO BOX 622  
BRING IT TO OUR OFFICE  
EMAIL TO [admin@parkhillrealty.com.au](mailto:admin@parkhillrealty.com.au)

WHEN YOU PHONE US WITH A REQUEST IT WILL NOT BE ATTENDED TO UNLESS WE HAVE IT IN WRITING. URGENT MATTERS WILL BE ATTENDED TO IMMEDIATELY, BUT A MAINTENANCE REQUEST WILL STILL BE REQUIRED FOR THE RECORDS.

Date:		
Address:		
Tenant/s:		
Phone – Home:	Work:	Mobile:
Email Address:		

### **REQUEST**

I/We the tenants of the above mentioned property give permission for Parkhill Realty to disclose our telephone numbers to a tradesperson to allow attention to the above maintenance issue.

Signed:.....

**Please indicate: Stove: Gas/Electric  
Hot Water System: Gas/Electric/Solar**

