246 Ryrie Street
GEELONG VIC 3220

T 03 5222 7325
F 03 5222 4808
www.releasepm.com.au

MAINTENANCE REPAIR REQUEST FORM

All maintenance must be reported in writing. Please complete the below form and either -

*Lodge in person at 246 Ryrie Street, Geelong
*Mail to 246 Ryrie Street, Geelong
*Email to contactus@releasepm.com.au
*Fax to 03 5222 4808

Date:	
Property	
Tenant/s	
Contact Details for Repair:	**Please use spare key for access** YES / NO
Name:	
(H)	(W)
(M)	Email

Repairs Requested: *(Please specify type, model etc for repairs on stoves, heaters, HWS etc.)*

Office Use Only (Checklist)	Completed
Property Manager	
Date Received	/ /
Time Received	_____ am / pm
Date entered into computer	/ /
Landlord Advised and approval given Yes / No	/ /
	/ /
Tenant advised	/ /
Tradesman Arranged	/ /
Comments	
Date Completed	/ /