

T: 1300 853 857  
 F: 03 5222 4808  
 E: [contactus@releasepm.com.au](mailto:contactus@releasepm.com.au)  
 www.releasepm.com.au



## MAINTENANCE REPAIR REQUEST.

**All maintenance must be reported in writing.**

Please complete the below form and lodge via one of the following methods:

- In person: GEELONG: 88 Pakington Street Geelong West | LARA: 4, 1-11 Station Lake Road, Lara
- Post: PO Box 1642 Geelong 3220
- Email: [contactus@releasepm.com.au](mailto:contactus@releasepm.com.au)
- Fax: 03 5222 4808

Date:			
Property Address:			
Tenant(s):			
Tenants:			
Contact Details for Repairs	Name:		
Mobile:		Work Tel:	
Email:			
Please use spare key for access:		<input type="checkbox"/> YES	<input type="checkbox"/> NO

**Repairs Requested:** *(Please specify type, model, etc for repairs on electrical items.)*


Office Use Only			
Property Manager:		Date:	
Date Received:		Time Received:	am/pm
Date entered into computer:		Landlord Advised and approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tenant advised date:		Tradesman Arranged:	
Comments:			
		Date Completed:	