T: 03 5222 7325
F: 03 5222 4808
E: contactus@releasepm.com.au
www.releasepm.com.au

release
PROPERTY MANAGEMENT

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: 88 Pakington Street Geelong West
- Post: PO Box 1642 Geelong 3220
- Email: contactus@releasepm.com.au
- Fax: 03 5222 4808

Date:			
Property Address:			
Tenant(s):			
Contact Details for Repairs:	Name:		
Mobile:		Work Tel:	
Email:			
Please use spare key for access:	☐ YES	☐ 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:	☐ Yes ☐ No
Tenant advised date:		Tradesman Arranged:	
Comments:			
		Date Completed:	