

MAINTENANCE REQUEST FORM

DATE: _____

TENANT'S NAME: _____

ADDRESS: _____

CONTACT: (H) _____ (W) _____ (M) _____

Email _____

TYPE OF REPAIR: Electrical: Gas: General Maintenance:

REPAIRS REQUIRED: _____

(Please provide
as much detail as
possible)

ACCESS FOR TRADESPERSON: Use the Agency's key

Call to arrange access

THIS FORM MAY BE EITHER:

1. Lodged in person at **Jones Ballard Property Group, 175 Labouchere Road, Como**
2. Faxed to **9474 1302**
3. Emailed to **rentals@jonesballard.com.au**

OFFICE USE ONLY

Date Received: _____ Time: _____ am/pm

Date Entered on Computer: _____ by _____

Job given to: _____

Order No: _____