



Abercromby's Real Estate Pty Ltd  
First Floor, 1087 High Street  
Armadale Vic 3143  
Phone: 9864 5353 Fax: 9864 5333

**MAINTENANCE REQUEST FORM**

Today's Date: \_\_\_\_\_ Property Manager: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Access Arrangement: Tenant to be present, (Tradesperson to call tenant to make arrangements to complete job below)

Contact Details: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Maintenance Request Details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Abercromby's Office Use Only*

**INSTRUCTIONS/DETAILS FOR TRADES PERSON**

TRADESPERSON NAME:

Fax:      Email:

Landlord Invoice Name:

C/- Abercromby's Real Estate Pty Ltd, Property Management Department PO BOX 8465, Armadale Vic 3143

**Instructions:**

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Date received:                      Actioned by:

Date Advised LL:                      Date Advised T of outcome: