

Maintenance Report Form



Tenant Name:		Date:
Property Address:		
Mobile	Work	Home
Email:		

Maintenance Required

Please describe the repair clearly, including appliance details, what room etc.

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Access during Business Hours

A Tradesperson will contact you for access During Business Hours (Please Ensure we have ALL your contact details above).

Please Note - If you request the tradesperson to come after-hours, and an after-hours rate is charged to us by the tradesperson, we will forward this extra rate (amount above the normal day rate) in a tax invoice to the tenant, for payment within 14 days.

Please Note - All requests for maintenance are subject to Landlord approval. All general maintenance is subject to tradesperson availability.

Please Ensure All Details Have Been Completed

Print name:	Signed:	Date: / /
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Office Use Only

Date received in office:	By	Work Order Number & Date:
Owner instructions:		

Applications for maintenance can be dropped into of our office at: 72 Vulcan St Moruya, mailed back to us at: PO Box 903, Moruya NSW 2537 or faxed to us on: 02 4474 3012, or emailed to rent@moruyatuross.com.au. These forms are also available at our office or our website: www.moruyatuross.com.au