



MAINTENANCE REQUEST FORM

PROPERTY ADDRESS				
Name			Date	
Work Phone		Work Phone		
Home Phone		Mobile		
E-Mail Address				
ACCESS FOR TRADESPERSON	Use the Agency's key <input type="checkbox"/> Call to arrange access <input type="checkbox"/>			

MAINTENANCE REQUESTED:

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IF THE MAINTENANCE REQUEST REGARDS AN APPLIANCE (i.e. Oven) – PLEASE STATE MAKE & MODEL NUMBER:

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Signed	
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PLEASE NOTE: All requests are subject to Landlord Approval.

All general maintenance is subject to trades availability

THIS FORM MAY BE EITHER:

1. **Lodged in person at** Ring Partners 140 Shepherds Hill Road, BELLEVUE HEIGHTS SA 5050
2. Mailed to **P.O. Box 64 BLACKWOOD SA 5051**
3. Emailed to **rentals@ringpartners.com.au**

OFFICE USE ONLY

Date Received in Office		By		Urgency	Emergency <input type="checkbox"/> Repair <input type="checkbox"/> Request <input type="checkbox"/>
Property Manager					
Ring Partners Recommendations				
				
				
Owner Name					
Owner Instructions				
				
				
Signed				Date	