



MR: _ _ _ _ _

Maintenance Request Form

Please complete this form in as much detail as possible to ensure prompt and accurate action. Once completed please fax it to: 03 8413 8099 or send it to:

Caine Real Estate
370 Albert Street, East Melbourne, 3002
Alternatively, email your requests to your property manager.

For urgent repairs only please call: 03 8413 8000

PROPERTY ADDRESS: _____

TENANT NAME/S: _____

TELEPHONE: (A.H.) _____ (B.H.) _____ (MOB.) _____

DATE: _____ TIME: _____

CAN OUR TRADESPERSON USE THE OFFICE KEY FOR ACCESS IF REQUIRED? YES / NO (please circle)

MAINTENANCE ISSUE: _____

(If the matter relates to an appliance please state if gas or electric)

WHAT, IF ANY, SOLUTIONS HAVE YOU ATTEMPTED? _____

TENANT/S SIGNATURE: _____

OFFICE USE ONLY

Date	Initials	Notes
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____