

Maintenance Request Form

All maintenance issues must be reported to Investors Choice Property Management.

If you have a maintenance request; please complete the details below:

Date: ____ / ____ / ____

Property Address: _____

Tenant name/s: _____

Mobile: _____ Email: _____

Maintenance Details: (Please be as specific as possible and list any appliances affected)

Tenant signature/s: _____

Urgent Maintenance:

An urgent maintenance is defined by the Residential Tenancies Act 1997 as:

- Burst water service
- Blocked or broken toilet system
- Serious roof leak
- Failure or breakdown of any essential services or appliances.
- Gas leak
- Dangerous electrical fault
- Flooding or serious flood damage
- Failure or breakdown of the gas, electricity, or water supply

For urgent maintenance that occurs afterhours, please contact one of the tradesmen below.

Please note, the above list of trades will not attend to any maintenance outside of business hours that are **not** of an urgent nature.

Plumbing / Gas: Madeo Plumbing 0402 163 197 **OR** One's & Two's Plumbing 1800 663 896

Electrical: iConstruct Electrical Services 0412 249 151 **OR** Mossfiel Electrical & Safety Management 0419 009 100

Handyman: KE Maintenance 0403 003 320

Locksmith: Altona Locksmiths 03 9315 0533