

Tenant maintenance request form



All general maintenance must be reported to our office in writing. In order for a repair to be attended to please complete this form and post to Level 1, 1 Hobson Street, South Yarra 3141 or scan and email to concierge@shapepropertygroup.com.au. Alternatively, this request can be submitted directly to our website. Once we have received the request, either our office or a tradesperson will contact you as soon as possible. Thank you in advance.

Date: / / Time: Tenant name:

Property address:

Maintenance required:

Contact number: Contact email:

Access to property: Tenants will be at home: Office key required:

Tenant authorizes access to property: Yes No

I hereby authorize your office/or tradesperson to enter the property with the keys to carry out the repair or view to quote for the repair.

Signed:

If the repair relates to any of the following appliances, please note the make and model:

Stove: Oven:

Dishwasher: Hot water system: