

# MAINTENANCE REPAIR REQUEST

## TO LUTON PROPERTIES:

TENANT'S NAME:

DATE:

ADDRESS:

MOBILE:

HOME:

WORK:

EMAIL:

## MAINTENANCE REPAIR REQUIRED

Provide as much detail as possible including brand names, picture diagrams, and anything else which may assist with making a repair.  
(See extra space on the reverse of this sheet.)

\*Please note: All requests are subject to the lessor's approval. General maintenance is subject to trade people's availability.

## ACCESS FOR TRADESPERSON

USE THE AGENT'S KEY

CALL TO ARRANGE ACCESS

I authorise Luton Properties to pass on my name and contact details to maintenance workers in the line of service.

SIGNATURE:

DATE:

### Lodge this form:

In person, Luton Properties is located at **1/33 Hibberson Street, Gungahlin ACT 2912**

Mail to:

**Luton Properties  
PO BOX 970  
Gungahlin  
ACT 2912**

Email to: [belconnen@luton.com.au](mailto:belconnen@luton.com.au)

## OFFICE USE ONLY

RECEIVED BY (STAFF NAME):

TIME:

FORMAT EMAIL/MAIL:

SIGNATURE OF PROPERTY MANAGER:

DATE:

COMMENTS:

# MAINTENANCE REPAIR REQUEST

MAINTENANCE REPAIR REQUIRED (CONTINUATION)

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