

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 **14 Bougainville Street, Manuka ACT 2603**

Mail to:

**Luton Properties
PO BOX 3387
Manuka
ACT 2603**

Email to: pmtuggeranongcentral@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)

Lined area for writing details of maintenance repair required.

Large empty rectangular area for drawing or additional notes.