



Contact No. 0407 418 214
 Email: contactus@macbarpm.com.au
www.macbarpm.com.au

REQUEST FOR REPAIRS AND MAINTENANCE

All maintenance must be reported in writing.

Please complete the below form and lodge via one of the following methods:

- Post: PO Box 6633 Point Cook
- Email: contactus@macbarpm.com.au

Date:			
Property Address:			
Tenant(s):			
Tenants:			
Contact Details for Repairs	Name:		
Mobile:		Work Tel:	
Email:			
Please use spare key for access:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Repairs Requested: *(Please specify type, model, etc for repairs on electrical items.)*

Office Use Only			
Property Manager:		Date:	
Date Received:		Time Received:	am/pm
Date entered into computer:		Landlord Advised and approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tenant advised date:		Tradesman Arranged:	
Comments:			
		Date Completed:	