



Auswell Property Solution Pty Ltd

Leasing & Management ■ Property Sale ■ Development
ABN: 54 623 686 260 Email: support@auswellproperty.com.au

Maintenance Request Form

Property Address:

Resident Details (Resident 02 will be contacted should Resident 01 not be contactable).

Resident 01

Resident 02

Full Name:

Full Name:

Telephone:

Telephone:

Email:

Email:

Access Details

Arrange appointment with resident

Maintenance contractor to pick up spare key from managing agent

| Maintenance Issues (Please list them below and attach pictures in email if necessary) | Office Use Only (Action Taken) |
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I / We consent to this form being forwarded to the maintenance contractor.

Resident Name:

Resident Signature:

Date:

The maintenance request form must be completed, signed, scanned and submitted by email to info@auswellproperty.com.au

A confirmation email will be sent to advise receipt of the maintenance request form.