

Maintenance Request

Please complete this form and send to us via email or fax reception@portfolioms.com.au
03 9621 1160

Date		
Property Address		
Maintenance required Where possible please provide photographs	Urgent?	YES / NO
If repairs or service calls are brought about by negligence, neglect or damage by the tenant or the tenants appliances, and/or a the maintenance is not found to be a fault of the property, it's fixtures or fittings - the account will be payable by the tenant.		
Tenant Name/s & contact		
numbers		

Our tradespeople will contact you on the numbers we have on file or provided above to arrange a mutually convenient time for access to your property.

If you would prefer them to use a key from our office please tick

If you have not had contact regarding your maintenance within 3days or need a contact number to return a call please inform reception 03 9621 1044 reception@portfolioms.com.au