

Tenant’s Maintenance Request Form

Name: _____ Date: _____

Address: _____

Contact: (H) _____ (W) _____ (M) _____

Email: _____

Maintenance Policy:

Should the tradesman be unable to contact you to arrange an appointment within 3 days you will be notified of a time and keys will be available for the tradesman to pick up.

Access for Tradesperson: Use the Agency’s Key Call to arrange access

Maintenance/Repairs required:

Please provide as much detail as possible.

This form may be either:

- Lodged in person or mailed to Sovereign Properties Keysborough,
Shop LO1, PO1A Parkmore Shopping Centre,
317 Cheltenham Road, Keysborough VIC 3173
(located between Commonwealth & National Australia Bank)
- Emailed to rentals@sovereignproperties.com.au