

**STUDENT LIVING AUSTRALIA PTY LTD**



**MAINTENANCE REQUEST FORM**

Date and Time : \_\_\_\_\_ Order No : \_\_\_\_\_

Tenant Name : \_\_\_\_\_ Phone No : \_\_\_\_\_

Unit/Apartment No : \_\_\_\_\_

Problems

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**The maintenance person may enter my apartment at anytime during business hours to carry out the work: Yes \_\_\_\_\_ No \_\_\_\_\_**

Office Use Only

Contractor: \_\_\_\_\_

Owners Approval : Yes \_\_\_\_\_ No \_\_\_\_\_

Amount to be charged to: Owner \_\_\_\_\_ Tenant \_\_\_\_\_ SLA \_\_\_\_\_

Authorized by : \_\_\_\_\_ Date : \_\_\_\_\_

Job Completed by : \_\_\_\_\_ Date : \_\_\_\_\_