



*We look after your property as if it were our own!*

**ALL MAINTENANCE MUST BE REPORTED IN WRITING**

**ATT: PROPERTY SERVICES MANAGER- Tracey Poskitt**

**Phone:** 0438 504 735

**Email:** tracey@arpropertymanagement.com.au

In the event of any defects during your rental period within this property, we ask that you please complete this form as soon as possible and either email, fax or post to our office; whichever is most convenient.

**PLEASE NOTE, ITEMS REPORTED THAT ARE DEEMED BY AN APPROPRIATELY QUALIFIED PERSON TO BE THE RESULT OF USER ERROR MAY RESULT IN THE RELEVANT SERVICE CHARGE BEING ONCHARGED TO THE OCCUPANT**

**To:** Property Manager **From** \_\_\_\_\_  
**Company:** AR Property Management  
**Address:** Unit 19, 22-30 Wallace Ave **Date:** \_\_\_\_\_  
 Point Cook 3030

<b>PROPERTY ADDRESS:</b>			
Contact Details:	Home:	Work:	Mobile:
		Email:	
Best contact time:		Best method of contact:	
Please provide make and model for ovens, range hoods, dishwashers, hot water services, heating etc.			
<b>LIST OF DEFECTS:</b>			
1. Item:			
Explain Problem:			
Make/ Model/ Serial Number/ Gas or Electric HWS (if applicable):			



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2. Item:
Explain Problem:
Make/ Model/ Serial Number/ Gas or Electric HWS (if applicable):
3. Item:
Explain Problem:
Make/ Model/ Serial Number/ Gas or Electric HWS (if applicable):

Additional Comments:

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