

## Maintenance Request Form

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Leased Property: \_\_\_\_\_

Tenant: \_\_\_\_\_

Date: \_\_\_\_\_

Contact details: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to tenant: \_\_\_\_\_

Work phone: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

Repairs requested (Please be specific and provide as much detail as possible, to ensure speediest repair):

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How long has this condition existed?

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This form may be either:

- Lodged in person at Leonarder Collins Luxury Leasing, Level 4, 140 William Street, East Sydney
- Mailed to us at P.O. Box 70, Potts Point, NSW 2011
- Faxed to 02 9368 7933
- Completed and emailed to [leasing@leonardercollins.com.au](mailto:leasing@leonardercollins.com.au)

Thank you for reporting this matter to our office.