

# AVENUE ONE

|| property group

## Maintenance Report Form

Return to **Avenue One** by fax to **9228 3005** / email to **pm1@avenueone.com.au**  
or by mail to 260 Stirling St Perth WA 6000

Date..... Name: .....

Property Address .....

Contact MB).....W).....

HM).....Email .....

Signed .....

### MAINTENANCE DETAILS

Please describe the repair clearly, including appliance details (make/model number/gas or electric), specific problem, what room it is in, what caused the problem (if known). Please note that if the problem is found to be caused by an appliance owned by you, we will charge you the cost of the invoice.

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### ACCESS DURING BUSINESS HOURS

**Please Tick One Box Below**

**Access With Key-** we give permission for the tradesperson to access the property with an office key, if we are not home

**Tradesperson To Contact Me -** Please Get Them To Contact Me For Access **During Business Hours**  
(Please Ensure we have ALL your contact details above)

**Please Note-** If you request the tradesperson to come after hours, and an after hours rate is charge to us by the tradesperson, we will forward this extra rate (amount above the normal day rate) in a tax invoice to the tenant, for payment within 14 days.

**Please Ensure All Details Have Been Completed**

**Office Use Only-** Work Order Generated– Date ...../...../.....