



Maintenance Request Form

Address of Property:

Date:

Tenant or Owner Name(s):

Mobile:

Email:

Phone (w):

Phone (h):

The following repair items require attention:

1.	
2.	
3.	

Please note: If incorrect or incomplete details are not provided this will delay any potential repairs at the property.

- I undertake to personally provide access (or by other arrangement) to the property at a time to be negotiated with Gough Partners contractors. I acknowledge that if such arrangements are made and I then fail to provide access to the property, I will be personally liable for any charges made by Gough Partners contractors for travelling to and from the property.

Please be aware that all works at the property may need to be approved by the Owner's Corporation Committee prior to completion. Gough Partners are not liable for any delay in repairs at the property.

Completed form should be emailed to maintenance@goughpartners.com.au or;

Faxed to: 03 9885 3290 Attention: Maintenance