



# Ristic

## Tenant Maintenance Request Form

In accordance with office policy, all repairs or maintenance request must be in the written form. When this form is complete please hand into our office, fax or scan and email.

Please note only urgent maintenance will be accepted via phone. If your request is an emergency, please dial 000 and then phone your property manager immediately.

Ristic Real Estate  
Shop 2 & 6, 772 - 780 High Street  
Epping VIC 3076  
Fax: 03 9436 0088  
Email: [reception@risticrealestate.com.au](mailto:reception@risticrealestate.com.au)

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

Property Address: \_\_\_\_\_

Phone Number/s: \_\_\_\_\_

Nature of Maintenance:

*If you have more than one maintenance issue to report please list the items in dot point format*

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Signed by Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Landlord Details: \_\_\_\_\_

Outcome: \_\_\_\_\_

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PM Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_