



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 36, The Stables Shopping Centre
Childs Road, Mill Park VIC 3082
Fax: 03 9436 0088
Email: 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

Signed by Tenant: _____ Date: _____

Office Use Only

Landlord Details: _____

Outcome: _____

PM Signature: _____ Date Completed: _____