



OFFICE USE ONLY	
RECEIVED BY:	DATE:
LESSOR APPROVAL: YES or NO	W/O SENT: YES or NO
TENANT NOTIFIED: YES or NO	INVOICE RECEIVED: YES or NO
NOTES:	
<b>COMPLETE WORK ORDER NOW</b>	

It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs/complaints to be attended to, please complete this form and email to [info@hivepropertygroup.com.au](mailto:info@hivepropertygroup.com.au). Either a representative from our office or a tradesperson will be in contact with you.

YOUR DETAILS	
First Name	Surname
Mobile Phone Number	
Email Address	
PROPERTY ADDRESS & MAINTENANCE REQUIRED	
Property Address	
Maintenance Required	

If the maintenance request is an EMERGENCY repair item, please phone our office first before confirming in writing. See our website 'Tenants' page for more information about Emergency maintenance.

PLEASE CIRCLE WHICH OPTIONS APPLY REGARDING APPLIANCES:			
Hot Water	Gas	OR	Electric
Oven	Gas	OR	Electric
Stove /Cooktops	Gas	OR	Electric

PLEASE CIRCLE WHICH OPTIONS APPLY REGARDING ENTRY:			
Use office keys & enter at your convenience	YES	OR	NO
Send entry notice to make an appointment to enter	YES	OR	NO

<b>TENANT CONFIRMATION: I/we authorise your office and / or the tradesperson to contact me directly if required and/or enter the property as above in order to carry out the repair or to view the repair</b>	
Signature:	Date:
Signature:	Date:

Please submit your maintenance form via email to [info@hivepropertygroup.com.au](mailto:info@hivepropertygroup.com.au)