

maintenance request form



property details			
body corporate name			
cts number			
building address			
person requesting maintenance			
your name		lot no	
contact numbers			
email address			
property manager			
keys required	yes / no		
tenants name			
contact numbers			
maintenance details			
describe maintenance required			
provide exact location of where maintenance is required			
additional comments			

Please send this form by email to info@livingstrata.com.au

This form engages us to obtain quotations which may be charged at \$77.00 per job.

Issuing of work orders is \$22.00.

If necessary, we will forward your request to the committee for approval.

We advise you to refer to your By-Laws before submitting your request.

living comes first



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