



Unit 6, 130 Coolibah Drive  
Greenwood WA 6024  
Phone: 08 9203 9800  
Fax: 08 9203 9811  
[www.northsidere.com.au](http://www.northsidere.com.au)

## Maintenance Request Form

**To:** Northside Residential Greenwood  
**Fax:** 08 9203 9811  
**E-mail:** [rentals.greenwood@northsidere.com.au](mailto:rentals.greenwood@northsidere.com.au)  
**Address:** Unit 6, 130 Coolibah Drive, Greenwood WA 6027  
**Postal:** PO Box 471, JOONDALUP DC WA 6919

From (Tenant/s name) \_\_\_\_\_

Address of Property \_\_\_\_\_

Daytime Phone Number/s \_\_\_\_\_  
(best contact number)

Maintenance Request  
(Please be specific with description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a similar problem occurred before? **YES / NO**

If yes, please provide details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you made any attempt to rectify **YES / NO**

If yes, please provide details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this is a stove, oven or hot water system, is it **ELECTRIC / GAS**  
Brand, please specify \_\_\_\_\_

\*PLEASE NOTE: If a maintenance contractor is called and the problem is found to be a usage problem or one of your appliances is faulty, YOU WILL BE RESPONSIBLE FOR THE SERVICE CHARGE.

If a maintenance contractor is unable to contact you, it is mutually agreed between all parties that they may gain access by using the management keys.

If a first arrangement regarding access for any trades people are not kept by you, the service charge for calling the tradesperson will be automatically passed on to you for payment.

We do our best to rectify your requests as quickly as possible however we have only limited authority from our Landlords and may need to refer your request to them for approval. Therefore we are unable to guarantee against delays on items other than emergency repairs.

\*1/we have read and understood the conditions of this maintenance request form.

Tenant/s Signature/s: \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

