



HOOPER
REAL ESTATE

Personal Service – Impressive Results

Maintenance Request

Date: ____ / ____ / ____

Property Manager: _____

Tenant/s Name/s: _____

Address: _____

Contact numbers: (W) _____ (F) _____ (M) _____

MAINTENANCE REQUEST (description):

No access required.

Use office set of keys.

Please call me first.

Please Return:

Via Mail: Hooper Real Estate, 1361 Malvern Road Malvern VIC 3144

Via Facsimile: 9822 8311

OFFICE USE ONLY:

Tradesperson Instructed

Yes No

Name: _____ Date: ____ / ____ / ____

Landlord advised

Yes No

Name: _____ Date: ____ / ____ / ____