

## MAINTENANCE REQUEST FORM

Date

Attention

Fax

Email

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Property Address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tenant/s Name(s)

Tenant Mobile Phone No.	Tenant Email
<input type="text"/>	<input type="text"/>

Details of Maintenance Required

Possible Cause of Maintenance Issue

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### Access for Tradesperson

- Use NPM office key
- Tradesperson to call tenant directly to arrange appointment

Please note that any Call-Out fees due to any missed/cancelled appointments arranged by the tenant will be charged directly to the tenant. In submitting this request for maintenance, the tenant gives approval for their personal details to be provided to required tradespeople and NPM for the purpose of addressing the maintenance issue.

This Maintenance Request Form is to be completed and returned to NPM by either mail, hand delivery, fax or email at the following details:

Mail: 561 Little Lonsdale St.  
Melbourne VIC 3000  
T +61(3) 9329 9432  
F +61(3) 9329 9234  
**NPM.COM.AU**

Email: reception@npm.com.au