Maintenance Request

Moment Group Pty Ltd
1509/401 Docklands Drive, Docklands VIC
Telephone: 03 8609 9086
Email: • Western Suburb: admin@momentgroup.com.au
• Eastern and CBD: admin@momentgroup.com.au
• Northern Suburb: admin@momentgroup.com.au

Please Email to our Office in accordance with your suburb

From

_____ Date ____ / ____ / ____

_____

_____

Property Address

_____

Property Access *(please indicate how access to the property can be gained)*

☐ Call Tenant _____ (M) _____ (W)

☐ Use the Office Key

Work / Items

Office Use Only

Portfolio Manager:	Landlord:
Date Landlord Contacted:	Landlord Approved: Yes / No
Authorised Amount to Spend: $	Special Instructions:
Tradesman:	