



We show you how Property Investment works

ALL MAINTENANCE MUST BE REPORTED IN WRITING

ATT: PROPERTY SERVICES MANAGER- Alan Weston

Phone: 0498 008 740

Fax: (03) 9395 0003

Email: maintenance@arpi.com.au

In the event of any defects during your rental period within this property, we ask that you please complete this form as soon as possible and either email, fax or post to our office; whichever is most convenient.

PLEASE NOTE, ITEMS REPORTED THAT ARE DEEMED BY AN APPROPRIATELY QUALIFIED PERSON TO BE THE RESULT OF USER ERROR MAY RESULT IN THE RELEVANT SERVICE CHARGE BEING ONCHARGED TO THE OCCUPANT

To: Property Manager **From:** _____
Company: AR Property Investments
Address: Unit 35 **Date:** _____
22 – 30 Wallace Avenue,
Point Cook 3030

| | | | |
|---|-------------------------|--------|---------|
| PROPERTY ADDRESS: | | | |
| Contact Details: | Home: | Work: | Mobile: |
| | Fax: | Email: | |
| Best contact time: | Best method of contact: | | |
| Please provide make and model for ovens, range hoods, dishwashers, hot water services, heating etc. | | | |



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| LIST OF DEFECTS: |
|--|
| 1. Item: |
| Explain Problem: |
| Make/ Model/ Serial Number/ Gas or Electric HWS: |
| 2. Item: |
| Explain Problem: |
| Make/ Model/ Serial Number/ Gas or Electric HWS: |
| 3. Item: |
| Explain Problem: |
| Make/ Model/ Serial Number/ Gas or Electric HWS: |

Additional Comments:
