

Riviera Apartments

Maintenance Request Form

Please use this form for any maintenance request regarding your property or the complex. Once we have received the request, either our office or a tradesman will contact you.

In the event of an emergency repair, please contact our office immediately on 9712 8887 or for after hours, contact Night Management on 0468 363 398.

DETAILS OF MAINTENANCE REQUEST:

Name: _____ Address: _____

Details of repairs : (Please be as detailed as possible e.g. Make, model, location etc.)

Best Contact Details:

Email: _____

Phone No#: _____

ACCESS DETAILS: (Please tick one)

Yes, I agree to allow the tradesperson to enter the property using the spare keys in the office/Keys that I will leave with the office.

No, I would prefer to be at home when the maintenance is carried out.

ACKNOWLEDGEMENT:

By submitting this form, I acknowledge that if the work is not deemed to be Strata responsibility then the owner / tenant of the property will be responsible for the call out fee and/or the cost of repairs.

Date: ____/____/____

Privacy Policy:

By placing this maintenance request form you accept that Riviera apartments may need to give your contact details to an outside tradesman, in order to carry out this maintenance request. Riviera Apartments will not sell or use these contact details for any other purpose other than for this maintenance request.

OFFICE USE ONLY:

Entered By: _____ Date : ____/____/____

Job Sent to: _____ Job No#: _____