



Working as One

MAINTENANCE REQUEST FORM

LDB Property Pty Ltd

Level 1, 1-3 Albert Street, Blackburn Vic 3130

Phone: 9875 2980

Fax: 9875 2999

Email: property.administration@LDB.com.au

Please fax, post or email

Date: _____

Property Address: _____

Contact Information

Name: _____

(Business) _____ (Home) _____

(Work) _____ (Email) _____

Please explain maintenance request in as much detail as possible:

- I hereby authorise LDB Property Pty Ltd, its employees & contractors to use the keys to the above property to gain access to investigate and if applicable, carry out the repairs at the above property.
- I would like the contractor to contact me to arrange access
- I acknowledge that my contact information may be provided to either the contractors engaged by LDB Property Pty Ltd or the owner of the property to facilitate contact in order to carry out the repairs.

Signed: _____

PLEASE NOTE: YOUR MAINTENACE REQUEST WILL BE ATTENDED TO AS SOON AS POSSIBLE AFTER WE HAVE SOUGHT & OBTAINED INSTRUCTIONS FROM YOUR LANDLORD.

IF YOUR MAINTENANCE REQUEST IS URGENT (SEE LIST BELOW) PLEASE MAKE IMMEDIATE CONTACT WITH OUR OFFICE BY TELEPHONE.

Urgent repairs in rental properties:

- Burst water service
- Blocked or broken toilet system
- Serious roof leak
- Gas leak
- Dangerous electrical fault
- Flooding or serious flood damage
- Serious storm or fire damage
- Failure or breakdown of any essentail service or appliance provided by the landlord or agent for hot water,water,cooking,heating or laundering
- Failure or breakdown of the gas, electricity or water supply
- Any fault or damage in the premises that makes the premises unsafe or insecure
- An appliance,fitting or fixture that is not working properly and causes a substantial amount of water to be wasted
- A serious fault in a lift or staircase