

Owners Corporation: Maintenance Request

01/08/21

Details of Person Making Request

Name	
Property Address	
Email Address	
Phone Number	

Are you a (mark appropriate box with an X):

Lot Owner

Occupier (tenant)

Manager

Details of Maintenance Request

Where is the issue?	
Please describe the issue	
When did you first notice it?	
Photos must be included to ensure the quickest resolution	

Level of Urgency (mark appropriate box with an X):

Low (Weeks)

Medium (Days)

High (Immediately)

If the matter is urgent, please submit and call your manager.