

WARRANTY/DEFECT MAINTENANCE REQUEST FORM (RESIDENTIAL)

Building Name:

Address:

Apt/Unit/Townhouse #.

CONTACT DETAILS for access to the home

Name:

Owner/Tenant/Managing Agent/Body Corporate (please select)

Phone No:

Email Address:

Access details:

Details of Claim:

PLEASE NOTE THE FOLLOWING:

- Images must accompany all claims or processing may be delayed
- Contact and Access details must be provided or processing may be delayed
- Access must be provided within 10 working days of the claim being lodged or the claim will no longer be valid. Inspections/works are to be scheduled Monday – Friday only between 7.30-4.30
- Issues with appliances must be referred back to the manufacturer – please advise agent of brand of appliance in maintenance request

Items & Description:

1.

email form to: rentals@victoriare.com.au

Important Note: Please ensure that you give full description of maintenance /defect to ensure that the correct trades can attend. Please also note that trades are in attendance during business hours and you will have ensure that you can allow access to the home for the tradesperson to inspect the job.