

Maintenance Request Form

Building Name: _____ Strata Plan No.: _____

Address of Property: _____

Name: _____ Unit Number: _____

Contact Ph: _____ Email Address: _____

Are you the Unit Owner or Tenant? _____

Details of Maintenance / Repair Request: _____

Will access be required to the Unit for this maintenance issue? YES NO
(If yes, please provide access details below)

If tenanted, please complete this information:

Property Manager Name: _____ Agency: _____

Phone: _____ Email: _____

If you are an owner occupier, please note your preferred contact number: _____

Please send your completed maintenance request form, along with any supporting photographs or additional documentation to: info@tcmstratacoastal.com.au