



Maintenance Request Form

If you have a maintenance request, you are required to complete the following form and submit it to our office either in person, via email, or fax.

(Contact details can be found at the bottom of this form.) Please leave a detailed description of the request so that there is no confusion.

IF YOU DO NOT HEAR FROM ANYONE WITHIN SEVEN DAYS OF SUBMITTING THIS REQUEST, PLEASE LET US KNOW.

Property Address _____

Name: _____ **Phone Number:** _____

Date: ____/____/____ **Maintenance Key:** _____

Maintenance Request

Acknowledgement: (If required)

I _____ have checked the above maintenance is of no fault of mine or any of my appliances and have checked the filter is clean in the air-conditioner (being an air-conditioning request).
I also agree that in the event that I am not home that the access key is given to the Tradesman to complete my maintenance request and if found that my appliances have resulted in the problem occurring I will pay the service fee charged by the respective Tradesperson.

Signed _____

Result of Maintenance (Office Use Only)

Professionals Murray Bridge
61 Bridge Street
Murray Bridge SA 5253
Phone: (08) 8532 6666
Fax: (08) 8532 6229
Email: prosales@lm.net.au



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