



MAINTENANCE REQUEST FORM

Lincoln Property Management

PO Box 3515, Port Lincoln SA 5606

T: 0491 827 424

E: hello@lincolnpm.com.au

PROPERTY ADDRESS: _____

CONTACT NAME: _____

WORK PHONE: _____ EMAIL: _____

HOME PHONE: _____ MOBILE: _____

DATE: _____ SIGNATURE: _____

MAINTENANCE WORKS REQUESTED:

ACCESS FOR TRADESPERSON: USE THE AGENCY KEY CALL TO ARRANGE ACCESS

Note:

- All requests are subject to Landlord Approval, subject to legislative requirements
- All general maintenance is subject to tradesman availability

THIS FORM MAY BE LODGED:

- Mailed to LINCOLN PROPERTY MANAGEMENT, PO BOX 3515, PORT LINCOLN SA 5606
- Emailed to hello@lincolnpm.com.au

OFFICE USE ONLY

DATE RECEIVED: _____ EMERGENCY REPAIR REQUEST

RECOMMENDATION TO OWNER:

OWNERS INSTRUCTIONS:

DATE COMPLETED: _____ PM SIGN: _____