

Maintenance Request Form

A simple way to give your strata manager the information needed to assess a maintenance issue.

For emergencies: use the emergency contact process provided for your scheme. This general form is intended for routine and non-immediate maintenance reporting.

1. Requestor details

Scheme / building	_____
Lot number	_____
Name	_____
Email	_____
Phone	_____
I am the	☐ Owner ☐ Tenant / occupier ☐ Committee ☐ Other

2. Maintenance issue

Location	_____
Issue first noticed	___ / ___ / ____ Time: _____
Description	
Is it getting worse?	☐ Yes ☐ No ☐ Unsure
Is water involved?	☐ Yes ☐ No
Safety concern?	☐ Yes ☐ No If yes, explain below.

3. Access

Access required via lot?	☐ Yes ☐ No ☐ Unsure
Best contact for access	_____
Preferred access times	_____

Pets / access notes

4. Supporting information

- ☐ Photographs attached
- ☐ Video attached where useful
- ☐ Previous contractor / report attached
- ☐ Previous reference or work order number provided, if known

Additional notes

Notes

Note: Responsibility for repairs depends on whether the affected item is common property or lot property and on the scheme's circumstances. Submitting this form does not determine responsibility or authorise expenditure.