

Maintenance Request Form

Please note – all maintenance must be submitted to your property manager in writing. Please complete this form and email directly to leasing@follettco.com.au.

Please provide all relevant details (i.e if an issue with an appliance provide brand /model number.)

Tenancy Details

Tenant Name/s:

Property Address:

Email:Mobile:

Maintenance Required – Please detail below

Access Details – Select One option below:

☐ Use office key for access

☐ Please have the tradesperson contact me directly for access.
I/We authorise Follett & Co. to provide my contact details to all necessary tradespersons required to undertake the repairs listed above

Please note all requests are subject to Landlord approval.
All general maintenance is subject to tradesman availability.