

Women's Housing - Maintenance Request Form

All **URGENT** maintenance requests must be reported to your Duty Worker on Phone 9412 6868.

If it is NOT URGENT, you can complete form and:

1. Fax: 9415-6511 or
2. Post: Level 1/21 Cremorne Street Richmond Vic 3121 or
3. Email it to: maintenance@womenshousing.com.au or
4. Place under Manager's door at the property you reside at or
5. Ph: 9412 6868

Once the order has been raised a Tradesperson will then contact you to arrange a time to attend.

Please Note: If the maintenance needs to be undertaken in your room/unit, you will be required to be home at the time when the tradesperson is doing the job. If the maintenance is urgent you are required to remain at home or have someone there for the next 24hrs. For non urgent works the tradesman will contact you to make a mutual time. You must be home at this time to allow access.

Name: _____ Contact Number: _____

Address: _____

Location of Maintenance: _____

Description of Maintenance issue:

Signed _____ Date _____

All URGENT maintenance after hours maintenance (4.30pm to 9am) should be reported to 13 11 72