



FU YU INTERNATIONAL
INVESTMENTS PTY LTD

Maintenance Form

DATE:		PROPERTY MGR:	Ally Su
PROPERTY:			
TENANT:			
PHONE:		MOBILE:	
MAINTENANCE:	URGENT	YES ☐	NO ☐
MAINTENANCE TYPE:	MAINTENANCE PROBLEM:		
PLUMBING:			
ELECTRICAL:			
GENERAL:			
COMMENTS:			
ACCESS TO PROPERTY:	USE OFFICE KEY YES ☐ NO ☐ TENANT WILL BE HOME YES ☐ NO ☐		

Office Use Only

TRADEPERSON ATTENDING:
& PHONE NO: _____

LANDLORD CONTACTED: YES NO

DATE CONTACTED: _____

LANDLORD PHONE NO: _____

OTHER: _____

Yes No

PROCEED WITH

WORK: YES NO

QUOTE REQUIRED:

PAY INVOICE FROM RENT: YES NO

PAY INVOICE DIRECT: YES NO

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