



Housing Maintenance Request Form

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ABN: 71 636 105 116



ICN: 1239

Date of Request: / / 20

INSTRUCTIONS

- ✓ *STEP 1 – SEEK SUPPORT FROM HOUSING OFFICER IF REQUIRED*
- ✓ *STEP 2 – HOUSING OFFICER WILL PRIORITISE YOUR REQUEST*
- ✓ *STEP 3 – HOUSING OFFICER WILL ADVISE IF REQUEST IS APPROVED*
- ✓ *STEP 4 – HOUSING OFFICER WILL CO-ORDINATE MAINTENANCE*

Applicant's Name:

Contact Address:

Contact Phone Numbers:

Contact Email:

Details of Request:

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.....
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Signed:
(Applicant's signature)

Office Use Only

Approved: Yes No or Ref Housing Sub Com: Yes No

Signed: Amount: \$
(Housing Officer)

Manager: Class:
(Housing Officer Print Name) (Finance only)

Date: Data Entered:
(Eg Housing records, CHINTARO)

Details of Repairs/Action Taken:
.....
.....

Completed: Yes No Purchase Order #: