

# Building Maintenance Request Form

Please use this form to request the Building Managers (on behalf of the Strata Committee) to investigate an issue believed to be covered by Strata. PLEASE NOTE: If a tradesperson organised by the Strata finds the issue is the unit owners responsibility, then the cost will be deferred to the unit owner).

I understand and acknowledge the above responsibility. Please tick.

Date of Request: \_\_\_\_\_

## Resident Information

Full name : \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Maintenance Issue Details:

Location of Issue (eg kitchen, Ensuite, Hallway): \_\_\_\_\_

\_\_\_\_\_

Description of Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this an emergency? (Y/N): \_\_\_\_\_

Please complete form and send to the Building Manager. [bridgedeck@agilebm.com.au](mailto:bridgedeck@agilebm.com.au) OR 0472 727 476