



Dynamic Asset Consultants  
 P.O Box 2030 BOROKE, NCD, PAPUA NEW GUINEA  
 Office Location: Section 52 Allotment 18, Varahe Rd, GORDONS

Phone: (675) 325 0822  
 Facsimile: (675) 325 0999  
 Email: [propertymanagement@dac.com.pg](mailto:propertymanagement@dac.com.pg) Website: [www.dac.com.pg](http://www.dac.com.pg)

Property Consultant      •      Management      •      Sales      •      Rental

## MAINTENANCE REQUISITION FORM

DATE: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

PROPERTY SECTION: \_\_\_\_\_ LOT: \_\_\_\_\_ SUBURB: \_\_\_\_\_ Unit# \_\_\_\_\_

TENANT CONTACTS / PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ FAX: \_\_\_\_\_

PROPERTY MANAGER: \_\_\_\_\_

ACCESS AVAILABLE DAYS (PLEASE TICK) :     MON     TUE     WED     THUR     FRI     SAT

ACCESS AVAILABLE DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**MAINTENANCE REQUEST (S) Please specify:**

	<u>Area / Location</u>		<u>Detailed Description</u>
1.	_____	-	_____
2.	_____	-	_____
3.	_____	-	_____
4.	_____	-	_____
5.	_____	-	_____
6.	_____	-	_____
7.	_____	-	_____
8.	_____	-	_____
9.	_____	-	_____
10.	_____	-	_____

SIGNED BY THE TENANT: \_\_\_\_\_ (Print name & Signature)

**DAC OFFICE USE ONLY:**

JOB NUMBER: \_\_\_\_\_  
 PROPERTY CODE: \_\_\_\_\_  
 TRADESMAN / CONTRACTOR ASSIGNED: \_\_\_\_\_  
 DATE REPORTED: \_\_\_\_\_  
 DATE COMPLETED: \_\_\_\_\_