



MAINTENANCE REQUEST FORM

PLEASE COMPLETE & SEND TO RELEVANT PLACE OFFICE

LODGEMENT DETAILS Date Lodged Property Manager Name

PROPERTY ADDRESS

TENANT DETAILS Name

Preferred method of contact I am
Home phone Work Phone Mobile number Email A Lease Holder Approved occupant

Home phone number Work phone number

Mobile number Email address

TYPE OF REPAIR OR MAINTENANCE

- URGENT - Emergency! If the Property or Person is in danger of damage or injury, PLEASE CONTACT US IMMEDIATELY
NOT URGENT - Not an emergency. NB: Please be aware our Agency is to refer to the Lessor for instructions regarding the item/s as advised and will advise the Tenant of the outcome ASAP.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE Please be as specific as possible.

COMPLETE IF APPLICABLE

Hot Water Model Gas Electric Stove Model Gas Electric Oven Model Gas Electric

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry
Tenant/s to be present. Tradesperson is to call Tenant to arrange time.
* Please be aware that if the Tenant arranges a time with the Contractor but is not home as arranged, the Tenant may be responsible for the call out fee charged. Please ensure a nominated person is at home to allow access.

Best Contact Number Best Day and Time of Day to call

TENANT SIGNATURE

Table with 3 columns: Name, Signature, Date

PRIVACY STATEMENT : Please refer to the Privacy Statement included in your 'Moving In Kit'. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.

AGENCY USE

Table with 4 columns: Date received, Time Received, am / pm, Property Manager. Includes rows for Approval Status and Work Order status.