MAINTENANCE REQUEST FORM

(Please try to include as much detail as possible about the required maintenance)

Property Address:

TENANT DETAILS : If there are multiple tenants on the lease, please nominate one tenant to be the main contact and fill out the below section.

Full Name:			
Mobile:		Home Ph:	
Email:		Work Ph:	

REQUEST DETAILS

Urgency of Repair URGENT / NOT URGENT

An urgent repair is when there is an emergency or it poses serious danger to tenant or will cause significant damage

Type of Repair Electrical / Plumbing / Building / Gardening / Rubbish / Cleaning / General

Details of repairs
Continue on reverse if you require more space.

Property Access If a tradesperson is organised to attend your property, you consent that they can (tick one):

☐ Use the agency key to access the premises

☐ Call you to arrange a time to access premises

NOTES : If you arrange a time with a tradesperson to attend the premises, and when attending they are unable to access the property, you will be responsible for the callout fee.

If you have pets on the premises, by signing this document you agree to restrain or remove the animal so the tradesperson can attend the premises. If a tradesperson is unable to attend to repairs due to an unrestrained pet—you will be responsible for the callout fee.

If a tradesman attends the premises and the maintenance required is due to a fault of the tenant, then the tenant will be charged for both the repair and the callout fee.

AUTHORISED BY

Tenants:

Date: