

**Property Maintenance Request**

Property: \_\_\_\_\_

Tenant: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Maintenance Issue:

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Date Occurred: \_\_\_\_\_

Do you give permission to allow a tradesperson/property manager access to carry out maintenance while you are not home? **YES** **NO****Important Information**

- Tenant will be charged the full cost of service, repairs or cleaning should the tradespeople or our office find the cause of the problem was due to tenant negligence or damage by the tenants.
- All maintenance to be reported within **THREE** working days of it occurring and **REPORTED IN WRITING**.
- Please understand maintenance can only be carried out once the Lessor has approved the maintenance.
- Tradespeople will contact the tenant for access and arrange a time as soon as practicable to attend the property.
- For emergencies please contact our office on **9451 9566** (office hours) or after hours on **0408 426 080** or **0422 059 036** (*send SMS if not answered*); immediately.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Owner Contacted: **Yes** **No**Approval: **Quote** **or** **Repair** **Work Order Sent:** \_\_\_\_\_