



MAINTENANCE REQUEST FORM

In accordance with the Residential Tenancy Agreement all maintenance requests to the landlord must be writing.

Please complete the following and forward to our office as soon as possible.
If your request is of an urgent nature ie: anyone of the following, please contact our office or your Property Manager IMMEDIATELY. On 0358 215 667 or 0419 021 466, 0427 601 934

Statement of Disclosure: the owner of this property has authorized the agent to complete repairs up to \$1800.00. The owner must be notified of repairs prior to works commencing

Urgent Repairs: burst water service – a blocked or broken toilet system – a serious leak – a gas leak – a dangerous electrical fault – flooding or serious flood damage – serious storm or fire damage – a failure or cooking, heating or laundering – failure or breakdown of the gas, electricity, or water supply – any fault or damage in the premises that makes the premises unsafe or insecure – an appliance, fitting or fixture that is not working properly and causes a substantial amount of water to be wasted – a serious fault in the lift or staircase

PROPERTY ADDRESS:

Renter Contact:

Contact Numbers:

Email:

Details of Repair: Please provide as much information as possible about the problem. This will assist us in providing the best solution when catering for the repair request.

A representative of this office or the trade person allocated to the repair will contact you as soon as possible to make a mutual suitable time to attend repairs.

Signed by the tenant:..... Date:.....

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