

Maintenance Request

For Urgent Repairs (emergency) please call 1300 520530 (24 hour service)

Date

Property Address

Name

Contact:

Phone

Email

Name

Contact:

Phone

Email

Maintenance Required

Please ensure you provide adequate details eg. Make and model of appliances that require repair.

The property owner / maintenance person / tradesperson will contact you on the contact provided above. Repairs/Maintenance shall only be completed during regular business working hours at the discretion of the service provider and it is the tenants responsibility to provide access. If you cannot provide access you must select yes below to allow access.

I give permission for the property owner / maintenance person / tradesperson to enter the property using a key supplied by the agent.

☐ YES ☐ NO

Full Name

Phone

Signature

Date

Full Name

Phone

Signature

Date