

MAINTENANCE REQUEST FORM

DATE.....PROPERTY MANAGER.....

PROPERTY.....

Tenant/s.....

Phone: (A/H).....(B/H).....(Mobile).....

Access: AUTHORISED TO USE OFFICE KEY OR CONTACT TENANT

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE MAINTENANCE:

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Privacy Statement:

The personal information provided by the tenant/s in this maintenance request is used primarily for the purpose of attending to any necessary repairs. Your contact and other details may be provided to the landlord or tradesperson so that they are able to contact you in relation to arranging maintenance or access to the property. All our tradespeople are aware of and comply with the Privacy Act 1988.

Signed by the tenant.....

OFFICE USE ONLY

LANDLORD.....ADVISED (date & time).....

TRADESMAN.....ADVISED (date & time).....