

## MAINTENANCE REQUEST FORM

Date

### TENANT DETAILS

<b>Name</b>	<input style="width: 95%;" type="text"/>
<b>Email</b>	<input style="width: 95%;" type="text"/>
<b>Preferred Contact Number</b>	<input style="width: 95%;" type="text"/>
<b>Property Address</b>	<input style="width: 95%;" type="text"/>

### TYPE OF REPAIR OR MAINTENANCE

<b>URGENT</b>	<p>Please phone our agency immediately on 0499 370 712. The following are examples of URGENT maintenance:</p> <ul style="list-style-type: none"> <li>Blocked/overflowing toilet system/sewerage</li> <li>Burst water main or pipe</li> <li>A dangerous electrical fault</li> <li>Flood/storm/fire damage</li> <li>Failure of electricity or water supply to the premises</li> </ul> <p>Emergency! If the property or person is in danger of damage or injury, call 000.</p>
<b>NOT URGENT</b>	<p>Not an emergency. Please be aware our agency is to refer to the landlord for instructions regarding the item/s and will advise the tenant of the outcome as soon as possible.</p>

### DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE

**If possible, please attach photos to help describe the repair request.**

### ACCESS INSTRUCTION

	Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
	Approval to enter using agency key with tradesperson to advise tenant of day of entry.
	Tenant/s to be present. Tradesperson is to call the tenant to arrange time.
	<i>Please be aware that if the tenant arranges a time with the contractor but is not home as planned, the tenant may be responsible for any call out fees charged.</i>