**MAINTENANCE REQUEST FORM**

All tenants must report any repairs or maintenance to the agent/landlord in writing via email, fax, post or directly dropping into the office.

Date:

Property Manager:

Property Address:

Tenant Name/s:

Phone(Work/Home/Mobile):

**Repair / Maintenance job – please be specific as possible**

|  |  |  |
| --- | --- | --- |
| **DETAILS OF REPAIR** | **WHERE IS REPAIR LOCATED?** | **WHEN & HOW DID THIS OCCUR?** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Please tick one of the following:**

Use of office keys are permitted to enter our property Please, contact me to organize an appointment to enter.

**Tenants Confirmation**

I/We give permission for Carol Need Real Estate Pty Ltd / or the nominated tradesperson to enter the above mentioned property to view and carry out our repair/maintenance jobs

Tenant signature/s:

Name: Sign: