**TENANT’S Repairs and Maintenance Request Form**

|  |  |
| --- | --- |
| **Property** | Address: |
| **Tenant’s Details** | Name/s: Phone: Mobile: Email:  Best Method of Contact  Phone  Mobile call  Mobile text  Letter |
| **Repair or Maintenance Issues** |  Plumber  Electrician  Handyman  Smoke Alarms  Glass  Locks/Keys  \_ |
| Nature of |  |
| Request |  |
| *(Tick appropriate* |  |
| *box)* |  |
| **What has already been done to fix the Repair or**  **Maint?** | \_ |
| **What is the best**  **time to visit the property** |  |
| **Notice to Enter**  *(Tick if consent given)* | Where access to the Property is required by contractors for the purposes of carrying out repairs or maintenance or providing quotes for repairs and maintenance, the Tenants consent to:-   (1) disclosure of Tenant/s details in Item 2 to arrange such access, provided any party to whom such details are given will be bound by *the Privacy Act 2009* and the Agent’s Privacy Policy   (2) I hereby give permission for the relevant contractors to access the property to attend to the repairs – No Entry Notice is requires to be issued by INCH.   (3) The Agent will provide keys to such contractors to gain access to the property. Contractors are able to use the allocated keys to gain access to attend to the repairs/maintenance, even if the tenant/s is not home. |
| **Insert Print Signature** | Date: |