

33-43 Rowe Street Eastwood NSW 2122

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TENANT MAINTENANCE REQUEST FORM

TENANT INSTRUCTIONS

All maintenance requests must be forwarded to our office in writing accompanied by photographs of the issue.

In order for a repair to be attended to, please complete this form and email, fax or deliver to our office in person. In the event of an emergency repair, contact our office immediately!

Once we have received the request form in writing, either our office or a tradesperson will contact you.

Date:

Address:

Concerns:

ACCESS DETAILS

Tenant name:

Contact details:

Mobile Email

Access to Property: Take office key Tenant might be home (please call) Tenant will be homeTenant authorises entry: **Yes / No** (Circle only one)

I hereby authorise your office and/or the tradespeople to enter the property with the keys in order to carry out the repair or view the issue(s).

Tenant signature:

Date request form received:		Work order sent to:	
Landlord advised:		Work order sent on:	
Landlord approved:		Agent signature:	