



# PROPERTY MAINTENANCE REQUEST FORM



**R&M. F 005**

DATE: \_\_\_ / \_\_\_ / \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

YOUR NAME/S: \_\_\_\_\_

YOUR CONTACT DETAILS:

(H): \_\_\_\_\_

(W): \_\_\_\_\_

(M): \_\_\_\_\_

Email: \_\_\_\_\_

Details of Repair Request (please be specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you believe this to be a safety risk? (Please circle)      Yes       No

Reason: \_\_\_\_\_

Access arrangement: Permission to use master key      Yes       No

**Please note:** If the repair is considered urgent or a safety issue a tradesperson may be required to access the premises using the master key.

**PLEASE NOTE:**

- If a tradesperson is called out and no problem is found or the problem is caused from your appliance or misuse of equipment the payment for the repair will become your responsibility.**
- If you fail to attend at the "agreed" appointed time with the tradesperson then you will be responsible for any service charge for the missed appointment.**

TENANTS SIGNATURE: \_\_\_\_\_ I have read and acknowledge the above notes.

DATE: \_\_\_ / \_\_\_ / \_\_\_\_\_

Email: [lakecathie@eldersrealestate.com.au](mailto:lakecathie@eldersrealestate.com.au)

<b>Office Use Only:</b>	LOG NUMBER _____	DATE: ___ / ___ / ___
TIME RCVD _____ am/pm	Property Manager: _____	RCVD BY: _____

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