



REPAIRS / MAINTENANCE FORM

To: _____ **Date:** _____
(Property Manager)

If an emergency please phone 02 9698 8818 or 0416 914 382

According to the Tenancy Agreement, all repairs/ maintenance must be reported in writing. Kindly complete this form and fax, post or deliver to our office. You shall be contacted in due course regarding this repair/maintenance request.

Note: Please provide the **model number** and **serial number** of the appliance and complete the form in full.

Property Address: _____

Contact Name: _____

Phone: (H) _____ (W) _____ (M) _____

Nature of the problem/ Full Details:

Please circle the appliances, if any of the following items require attention:

(A) Stove Gas/ Electric (B) Oven Gas/ Electric (C) Hot Water Gas/ Electric

TENANT CONFIRMATION

I/ we hereby authorise your office and/ or the repairers to enter the property in order to view or carry out the repairs.

I/we understand that a service call charge fee is applicable, if no access is granted for repairs.

Tenants Signature: