

07 4633 8899  
289 Herries St, Newtown  
maintenance@therealestatepeople.com.au



## TENANT MAINTENANCE REQUEST FORM

### TENANT INSTRUCTIONS:

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office.

In the event of an emergency repair contact our office immediately!

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

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

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

TIME: \_\_\_\_\_

### PROBLEM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ACCESS DETAILS:

Tenant names: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Access to property:      Take office key    Yes       Tenant will be home      Yes

Tenant preferred time and date: \_\_\_\_\_      Tenant authorises entry      Yes

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 repair.

Signed \_\_\_\_\_

If the repair relates to any of the following appliances please list the make and model

Stove	Air Conditioner
Oven	Fridge
Cooktop	Dryer
Dishwasher	Washing machine
Hot water      Elect <input type="checkbox"/> Gas <input type="checkbox"/>	Microwave