



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: ___ / ___ / _____

Fax: 02 6566 0546

Email: crescenthead@eldersrealestate.com.au

Office Use Only:	LOG NUMBER _____	DATE: ___/___/___
TIME RCVD ____.	____ am/pm	Property Manager: _____
		RCVD BY: _____

DISCLAIMER We will only disclose the abovementioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act 1988. Real Estate and tax laws require some of the abovementioned information to be collected. If the information is not provided, we may not be able to act effectively or at all. If you would like to access this information, you can do so by contacting us at Shop 4 Rankine Street Crescent Head or email on crescenthead@eldersrealestate.com.au you can correct this information if it is inaccurate, incomplete or out of date.