

TENANT MAINTENANCE REQUEST FORM

All repairs or maintenance must be submitted in writing via email, fax, post or hand delivery as soon as possible. Once we have received the request, either our office or a tradesperson will contact you.

- ✓ All non-urgent maintenance issues must be approved by the landlord
- ✓ Completion of this form does not guarantee the maintenance will be carried out.

Please Note: If the repairs needed are for an appliance, please advise whether it is gas or electric and where possible the make and model number. This will speed up the process of organising the repair.

Property Information

1. Property Address:

2. The following repair items require attention:

- _____

- _____

- _____

Tenant Information

3. Name:

Title (please tick)

Mr. Ms. Mrs. Dr.

First name: _____

Surname: _____

4. Contact Details:

Phone: _____

Mob: _____

Email: _____

Can the trades person use our keys in the event that you are unable to be home during their attendance? **Y / N**

Conditions of Reporting Maintenance

I acknowledge,

- All information provided on this form is true to the best of my knowledge;
- My contact information may be provided to either the contractors engaged by Marshalls Property or the owner of property to facilitate contact in order to carry out the repairs;
- Any maintenance reported has been caused by general wear and tear. I am aware that any maintenance caused by deliberate misuse of the property is solely my responsibility and I must rectify these at my own cost.
- The landlord is not obliged to approve any maintenance issue, unless maintenance is deemed as 'urgent' under the terms of the Residential Tenancies Act (NSW) or clause 18.3 or the Residential Tenancies Act (NSW) *'to keep the premises in a reasonable state of repair, considering the age of, the rent paid for and the prospective life of the premises'*

Signed:

Date:

Office Use Only

Date received: _____

Owner: _____

Contacted Via:

Phone Fax Email Letter

Instruction: _____

Tradesperson Appointed: _____

Follow up Date: _____

Completed Date: _____ Initial: _____