GENERAL MAINTENANCE REQUEST FORM

Date: /   /   Time: :   am/pm

PROPERTY ADDRESS	
TENANT NAME	
CONTACT DETAILS	Mobile number:

Email address:

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible.*

COMPLETE IF APPLICABLE

☐ **Hot Water** ☐ Gas ☐ Electric Model #	☐ **Stove** ☐ Gas ☐ Electric Model #	☐ **Oven** ☐ Gas ☐ Electric Model #
☐ **Air Conditioning Unit** Model #	☐ **Dishwasher** Model #	☐ **Other**

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER

☐	Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
☐	Approval for tradesman to enter with Agency key and to advise tenant of the day of entry
☐	Tenant/s to be present. Tradesperson is to call tenant to arrange time. * Please be aware that if the tenant arranges a time with the contractor but is not home as arranged, the tenant may be responsible for the call out fee charged. Please ensure a nominated person is at home to allow access.

TENANT SIGNATURE I/We understand we as the tenants will be responsible for payment to the trade/service person if the maintenance required to an appliance is not a fault in the appliance, but relates to the operation of the appliance by us the tenants after having consulted and read through the relevant manual and applied troubleshooting options as advised in the relevant manual. (please sign below)

Name	Signature

PLEASE ATTACH PHOTOS WITH THIS FORM *TO ENURE WE HAVE ALL THE INFORMATION WE RQUIRE TO PASS ONTO THE LANDLORD AND TRADESMAN*