

Maintenance Request

If the problem is an Emergency Repair as defined in your Tenancy Agreement please phone your Property Manager.

Please print clearly and complete all sections of the form below.

Property Address: _____ Date: ____ / ____ / ____.

Tenant Name: _____

(Please circle the preferred form of contact)

Phone (wk) _____ (mob) _____ (hm) _____

Email: _____

Your Property Manager: _____

Nature of Problem: (Please give as much detail as possible and be specific so we can arrange appropriate action)

TO GAIN ACCESS (PLEASE TICK BOX):

- Use the Property Managers keys and enter at the tradespersons convenience (this option will result in the item being attended to in the shortest period of time)
- Phone the tenant to make an appointment

Tenant Confirmation

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

Tenant Signature: _____ Date: _____

It is a policy of our office that all repairs must be in writing and must be advised as soon as possible. In order for repairs to be attended to please complete the above form and fax, post, email or deliver to our office. Either a representative of our office or a tradesperson will then be in contact with you. We are an independently owned and operated business. We are bound by the National Privacy Principles. We may be collecting various information about you by various methods throughout the tenancy, to enable us to manage and maintain the premises as per the Residential Tenancies and Rooming Accommodation Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorised by prorentals.com.au) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting your Property Manager.

Office Use Only

Date Received: ____ / ____ / ____ Noted in Console (please circle) Work Order / Task / Phone Call / Email