



25 Enterprise Avenue (Corner Fordholm Road)
Hampton Park VIC 3976
Telephone: (03) 9702 8222
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Email: jamie@carepm.com.au
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Website: www.carepm.com.au

Maintenance Request Form

Date: _____

Tenant/s Name:

Property Address:

Contact Number/s:

Work Required:

(Please be as specific as possible – include brand names and model number/s of any appliance/s or if it is gas/electric if applicable.)

What item is not working?

Why is it not working? What is it doing/not doing?

What have you done to try to rectify the problem?

(ie, check the pilot light, change the light globe)

**PLEASE NOTE: ENSURE YOU HAVE COMPLETED BOTH SIDES OF THIS FORM
PRIOR TO SUBMITTING TO CARE PROPERTY MANAGEMENT STAFF.**

**WORKS WILL NOT BE CARRIED OUT IF YOU
FAIL TO COMPLETE BOTH SIDES OF THIS FORM.**

WE PREFER ALL MAINTENANCE REQUESTS TO BE EMAILED TO OUR OFFICE



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Tenant Declaration

Please tick one of the following:

- I hereby authorize Care Property Management Pty Ltd, its employees and contractors to use the keys to the property held by Care Property Management Pty Ltd to gain access to, investigate and if applicable, carry out the repairs at the property.
- I *do not* authorize Care Property Management Pty Ltd, its employees or contractors to use the keys to the property held by Care Property Management Pty Ltd and undertake to personally provide access to the property at a time to be advised by Care Property Management's contractor/s.

I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by Care Property Management's contractor/s for travelling to and from the property or any such call out fee charges.

I also understand that if the fault or repair is found to be caused by me, or by anyone residing at, or visiting the property with my permission, I will be personally liable for any charges made by Care Property Management's contractor/s for carrying out these necessary works to repair such damage.

I further understand that if no fault or damage is found, I will be personally liable for any charges incurred by Care Property Management's contractor/s.

Signed: _____

Print Name: _____

Date: _____