

MAINTENANCE REQUEST FORM

Date: ____/____/____

Full Name: _____

Address: _____

Home Number: _____

Mobile Number: _____

Work Number: _____

Email: _____

Access: Please tick a box

Permission is given for tradesman to use master key

I wish to be contacted to arrange a convenient time

I/We agree that if the result is that there is no problem with the mentioned maintenance request, I/We will be liable for payment of that invoice for the unnecessary call out of tradespeople.

Maintenance Required:

Note: Please be specific when explaining repair. Eg. If you have a leaking tap, please specify which tap. Eg. Hot tap leaking in kitchen

Additional Information required for **appliance repairs**. Please fill in the following if applicable

Stove	Brand Name: _____	Gas or Electric: _____
Hot Water	Brand Name: _____	Gas or Electric: _____
Heater	Brand Name: _____	Gas or Electric: _____
Air Con	Brand Name: _____	Gas or Electric: _____
Dishwasher	Brand Name: _____	

I/we hereby give permission for your agency to disclose my contact details to either the landlord or contractors who may need to contact me in relation to this repair.

Signed by tenant: x _____

Please return either by email to: reception@realestatealbury.com.au
Fax: 6021 3999 or drop into our office at 554 Stanley St, Albury.