PROPERTY MAINTENANCE REQUEST FORM

DATE:  ____/____/____

PROPERTY ADDRESS: __________________________________________________

YOUR NAME: __________________________________________________________

YOUR CONTACT DETAILS:
Home/Mob: ___________________________  Work:  __________________________

Details of Repair Request (Please be specific)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you believe this to be a safety risk? (Please tick)  Yes  No

Reason: __________________________________________________________________

Access arrangements:  Permission to use master key   Yes                    No

Please note: If the repair is considered urgent or a safety issue a tradesperson may be required to
access the premises using the master key.

Please note:
1. If a tradesperson is called out and no problem is found or the problem is caused from your
appliance or misuse of equipment the payment for the repair will become your responsibility.
2. If you fail to attend at the “agreed” appointed time with the tradesperson, then you will be
responsible for any service charge for the missed appointment.

TENANTS SIGNATURE: ___________________________ Date: ___________________
I have read and acknowledged the above notes:

Our Fax:  02 63668 886  Our Email:  rents@molongre.com.au

Office Use Only:  Date Received:  ____/____/____       Time Received:  ____/____/____ am/pm
Property Manager: ___________________________________ Actioned: ___________________