

## PROPERTY MAINTENANCE REQUEST FORM

DATE: \_\_\_/\_\_\_/\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

YOUR CONTACT DETAILS:

Home/Mob: \_\_\_\_\_ Work: \_\_\_\_\_

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

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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](mailto:rents@molongre.com.au)

**Office Use Only:** Date Received: \_\_\_/\_\_\_/\_\_\_ Time Received: \_\_\_/\_\_\_/\_\_\_ am/pm

Property Manager: \_\_\_\_\_ Actioned: \_\_\_\_\_

**Disclaimer:** We will only disclose the abovementioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act 1988. Real Estate and tax laws require some of the abovementioned information to be collected. If the information is not provided, we may not be able to act effectively or at all. If you would like to access this information, you can do so by contacting us at 42 Bank St, Molong or email on [rents@molongre.com.au](mailto:rents@molongre.com.au) you can correct this information if it is inaccurate, incomplete or out of date.