



MAINTENANCE REQUEST FORM

To: The Property Manager
Fax: 02 66426911

Email:

Date:

Postal:

Tenant: _____			
Address: _____			
Phone: Work:	_____	Home:	_____ Mobile: _____
Fax:	_____	Email:	_____

It is a policy of this office that all repairs **must be in writing** and must be advised as soon as possible.

In order for a repair to be attended to, please complete this maintenance form and fax, email, post or deliver it to our office. Either a representative of our office or our tradesperson will be in contact with you.

Details of repair (please print clearly)

Tenant Confirmation

I/we hereby authorize your office and/or the repairer/s to enter the property with the keys in order to carry out the repair or view the repair.

I give permission for PRDnationwide Grafton to give the necessary repairer/s my contact details to arrange access to my rental property.

Signed by Tenant: _____ Date: _____

_____ Date: _____