

MAINTENANCE REQUEST

TENANT: _____

ADDRESS: _____

PHONE: (W) _____ (H) _____ (M) _____

As per the signed Residential Tenancy Agreement additional Term, ALL repairs must be in writing. **ONLY** items that have been listed on the signed maintenance request form will be submitted to the Landlord for approval. All additional repairs will require a new maintenance request to be submitted to our office. The maintenance request forms can be either emailed to enquiries@petermilling.com.au, Faxed to **(02) 6884 7009** or hand delivered to **105-107 Macquarie Street Dubbo**. Either representative of our office, the lessor or our tradesperson will be in contact with you.

DETAILS OF REPAIR: (PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE)

PLEASE NOTE IF A TRADESMAN IS CALLED AND:

- a) the problem is caused by a faulty appliance; OR
 - b) if no fault is found; OR
 - c) if you have made a specific time with the tradesperson and you are not home
- YOU WILL BE RESPONSIBLE TO PAY THE SERVICE CALL**

USE OF KEYS: Do you give permission for our office / our tradesperson to use the keys office set of keys to gain access to the property?

YES / NO (please circle one)

I understand and agree to the above information.

SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

In the event of the following items requiring attention, please advise by circling which is applicable.

STOVE - Gas / Electric
OVEN - Gas / Electric
HOT WATER - Gas / Electric

Received By: _____ Date: / /
via PHONE / FAX / EMAIL / OVER DESK
Date Landlord contacted: / /
Date Landlord gave approval: / /
Instructions:.....
.....
.....
Tradesman:
Notes:.....
.....
.....

