

# Maintenance Request

Harcourts Northern Midlands, 2/30 Marlborough Street, Longford, 7301  
Phone: 03 6391 2911  
Fax: 03 6391 2901

It is a policy of our office that all repairs or maintenance requests **must** be in writing and posted or faxed to our office as soon as possible (We only accept emergency repairs by phone).

**Tenant Name:** .....

**Property Address:** .....

**Ph(s):** ..... **Email address:** .....

**Maintenance Issue:** .....

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**When did the problem first occur?** .....

**Access for tradesperson (circle one);**

**Use office Key**

**Contact Tenant**

I acknowledge that the tradesperson will try and contact me to arrange an appropriate time however, if they can not get hold of me or I am not at the property when arranged the tradesperson will be provided with the office's copy of keys to conduct the quote or complete the work. If you arrange to be at the property & are not there, you will be charged a call out fee.

If the tenant is at fault or caused or contributed to the maintenance issue, then the tenant will be charged for the repairs.

**Tenant Signature:** ..... **Date:** .....

### Office Use Only

Authorised by owner Yes / No

Contractor: ..... Phone: .....

Tenant phoned back: Yes / No

Date work completed ..... Inspected: Yes/No ..By: .....