

# TENANT MAINTENANCE REQUEST FORM

**TENANT INSTRUCTIONS**

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form clearly detailing the issue and then forward this form to our office.

You can now report your maintenance online at:

[www.mandurah.harcourts.com.au/Home/Property-Management/Property-Maintenance-Request-Form/49013](http://www.mandurah.harcourts.com.au/Home/Property-Management/Property-Maintenance-Request-Form/49013)

In the event of an emergency repair contact our office immediately!

**DATE LODGED**

**ADDRESS OF PROPERTY**

**DETAILS OF MAINTENANCE**

**ISSUE** (please be detailed in your description to provide as much information as possible)

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**MAKE AND MODEL**

(if maintenance relates to appliance eg. Dishwasher or hot water system please note make and model numbers)

**ACCESS DETAILS**

**TENANTS NAME**

**BEST PHONE CONTACT**

**ACCESS TO PROPERTY**

CONTACT TENANT FOR ACCESS

TAKE OFFICE KEY – we hereby authorise your office and or the tradesperson to enter the property with the keys in order to inspect and/or carry out the repair.

SIGNATURE: \_\_\_\_\_

**OFFICE USE ONLY**

- OWNER CONTACTED
- TENANT CONTACTED
- WORK ORDER SENT