

TENANT REQUEST.

MAINTENANCE / REPAIRS FORM.

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

Tenant Name: _____

Property Address: _____

Contact Phone:

Home: _____ Mobile: _____

Work: _____

Nature of problem: _____

If the repair relates to any of the following appliances please list the make and model

| | |
|--|-----------------|
| Stove | Washing Machine |
| Oven | Fridge |
| Cooktop | Dryer |
| Dishwasher | Air Conditioner |
| Hot Water <input type="checkbox"/> Elec <input type="checkbox"/> Gas | Microwave |

If this is an emergency, please dial 000 and then immediately phone your Property Manager.

Tenant Signature: _____ Date: _____

Send to: Harcourts Kingborough, P.O Box 63, Kingston TAS 7050.

Fax: 03 6229 3944 / Email: kingborough.rentals@harcourts.com.au.