

Harcourts Property Management Tenant Request for Maintenance & Repairs



Harcourts Meander Valley
 Shop 3 53-55 Emu Bay Rd Deloraine
Office: 03 63 624405
Email: rentals.meander@harcourts.com.au
Website: www.meandervalley.harcourts.com.au

It is a policy of Harcourts Meander Valley that all repairs or maintenance requests must be in writing and handed in, emailed or faxed to our office as soon as possible.. **Please note that we only accept emergency repairs by phone.**

Date:

Property Address:

Name of Person Reporting the Repair/Maintenance Issue:

Best Contact Person:

Home Phone:..... Work Phone: Mobile Phone:

Email Address:

Preferred Method(s) of Contact: Home Phone Work Phone Mobile Phone Email

LOCATION OF PROBLEM:

NATURE OF PROBLEM:

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APPROXIMATE LENGTH OF TIME THE PROBLEM HAS EXISTED:

Do you give permission for our tradesperson to enter the property with the management key? Yes No

If this is a water leak, have you turned the water off at the mains? Yes No

If this is an electrical problem, have you checked the fuse box and switched the power off at the mains? Yes No

Tenant Signature: Date:

IN THE EVENT OF AN EMERGENCY PLEASE PHONE 000 FIRST AND THEN CONTACT YOUR PROPERTY MANAGER

Emergency Phone 000

In the event that URGENT or LIFE THREATENING (i.e.: wiring burning, hot water cylinder bursting) repairs are needed on the property:

Electrical: Switch off power at mains.

Water Leaks: Turn off water at mains.

After Hours: **Donna Smith** 0419622552

Phone Number **63624405**

During Office Hours for any problems or repairs please email or fax

[insert Property Manager name/s] on [insert number]

A maintenance request sheet is included in your Tenant pack.

Office Hours: Monday to Friday 9am – 5pm