

Tenant Request

Maintenance & Repairs Form



It is a policy of Harcourts Pakenham that all Repairs & Maintenance requests **MUST** be in writing and given to our Property Manager as soon as possible (Only Urgent / Emergency Repairs will be accepted via telephone)

Property Address _____

Tenant/s _____

Mobile _____ Work _____ Home _____

Nature of Problem :

If the Repair relates to any of the following Appliances, the Appliance Brand & Model / Serial Number must be entered below:

Appliance	Electric or Gas	Brand	Model /Serial No.
Stove			
Oven			
Cook Top			
Dishwasher			
Hot Water Service			
Heater			
Air Conditioner			

Do you give Permission for the Tradesperson to enter the Property using the Management Key? **YES / NO**

Preferred hours / dates available for tradesperson to attend: _____

If this is an EMERGENCY, please phone your Property Manager immediately

Tenant/s Signature _____

Date _____

Harcourts Pakenham

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