

TENANT INFORMATION

First Name: Last Name:
Home Phone Number: Work Phone Number:
Email Address:

PROPERTY INFORMATION

Property Address:

Is Repair Urgent Yes NO

Nature of Repair Appliance Structural Water Electricity / Gas Other External (Fence/Shed)

Date of Problem Make & Model

Description

*I understand that my contact details will be provided to approved Harcourts contractors who will contact with me to arrange a suitable time to attend. If they are unable to contact me or I am not available at the property at the arranged time, the tradesperson will be given a key to gain entry so that a quote can be prepared or the works completed. **Please note that if the tenant has caused, or contributed to the maintenance issue, the tenant will be charged for the repairs.***

Signature of Tenant Date

HARCOURTS STAFF USE ONLY

Date Received Time Received
Landlord Approval Yes No Landlord Approval Date
Contractor Work Order Date
Form 9 Entry Notice Provided Yes No Key Provided to Trade Yes No Date Work Approved
Property Manager