TENANT MAINTENANCE REQUEST FORM

If the maintenance is an emergency, please phone the office on 409 0480 and follow the prompts.

Property Address: _____

Tenant Names: _____

Phone (W)_____ (Mob)_____ (H)_____

Details of Request (please be as specific as possible. If you are not specific enough, we will not be able to attend to your request):

Please circle the option(s) that apply:

Does any of the following need attention?

a) Stove – gas / electric b) Oven – gas / electric c) Hot Water – gas / electric

Access to the property: *(Please note tenants do not have to be present at the property for the tradesperson to enter)*

Use property manager key at convenience of tradesperson YES / NO

Phone between and am/pm to make an appointment YES / NO
(Must be between 8:30am and 5pm)

Tenants Confirmation:
I/We hereby authorise your Southern Lakes Rentals and/or the tradesperson to enter the property as above in order to view and/or carry out the repairs above. YES / NO

I/we understand that I/we are liable for the cost of the repair if I/we intentionally or carelessly caused the maintenance issue.

Tenant Signature: _____ **Date:**_____

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