

## Maintenance Request Form

Address of Property:

Date:

Tenant Name(s):

Mobile:

Email:

Phone (w):

Phone (h):

*Please detail the maintenance item/s...*

Date issue occurred	Item that needs repairing	Details on fault

**Please note: If the repairs needed are for an appliance, please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising the repair.**

I acknowledge that my contact information may be provided to either the contractors engaged by Ray White or the owner of the property to facilitate contact in order to carry out the repairs. I understand that I personally provide access to the property at a time negotiated between myself and the contractor. I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by Ray White contractors for travelling to and from the property.

*If you are unable to provide access personally to Ray White's tradespeople, and would like them to collect the spare set of keys from Ray White for access, please advise the tradespeople so they may arrange keys collect with your property manager.*

*Please note that if the issue/fault is the result of tenant misuse or an operational error, you as the tenant may be responsible for the costs incurred by the tradesperson.*

Tenant Name

Tenant Signature

Date