

# Maintenance Request Form

DATE:

PROPERTY ADDRESS: \_\_\_\_\_

TENANT/S NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**ACCESS ARRANGEMENT:** (please circle)

USE MASTER KEY: YES / NO

MAKE APPOINTMENT:

YES / NO

DETAILS OF MAINTENANCE REQUIRED: - Please use point form

Please provide details of any brand/model/make numbers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please email this request through to your Property Manager:

**Lisa D'agostino**

**[lisa.dagostino@raywhite.com](mailto:lisa.dagostino@raywhite.com)**

If a tenant wishes to be present for any maintenance/repairs, the tenant **must** be available from 8-5pm on the day. The tenant understands that if maintenance is "by appointment", a delay of several days may occur. You will be required to liaise with trades people directly for the appointment.

If an appointment is made and the tenant is not present/refuses access, the tenant will be liable for the service fee.

If an appointment has been arranged and the tradesperson does not arrive at the agreed time, the tenant will make every effort to contact the tradesperson. If a tradesperson is not contactable, call your Portfolio Manager. Ray White/landlord cannot be held accountable for the trades persons failure to attend.