

## TENANT MAINTENANCE REQUEST

DATE : \_\_\_\_\_

TENANT : \_\_\_\_\_

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

CONTACT DETAILS : \_\_\_\_\_

Once Maintenance has been reported someone from our office or our maintenance person will contact you direct.

PLEASE WRITE DOWN MAINTENANCE TO BE ATTENDED TO :

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

ACCESS DETAILS:

Access to property:            Take office key             Tenant will be home

I hereby authorise your office and or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair.

Signed \_\_\_\_\_



*Would you prefer to pay off your own home than someone elses ? (And all this costs you is your time.) Please tick the box below if you would like us to get our Loan Market Specialist to contact you and arrange a time, to see if you are eligible for your own home loan, or investment property.*

*(Please note : A referral fee will be given to our office should you wish to proceed).*

PLEASE FEEL FREE TO FAX OR EMAIL MAINTENANCE REQUEST :

PHONE: (08) 8242 4777 FAX : (08) 8242 4700 EMAIL : nella.kikianis@raywhite.com