

Maintenance Request Form

Address of Property:

Date:

Tenant Name(s):

Mobile:

Email:

Phone (w):

Phone (h):

The following repair items require attention:

*Attach photos within email for more accurate descriptions

1.

2.

3.

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 organizing the repair.

(Strike out if not applicable)

I hereby authorise True Elite Property Agents, its employees and contractors to use the keys to the above property held by True Elite Property Agents to gain access to, investigate and if applicable, carry out the repairs at the above property, without the need for further notice to me.

OR

I do not authorise True Elite Property Agents, its employees or contractors to use the keys to the above property held by True Elite Property Agents and undertake to personally provide access to the property at a time to be advised by True Elite Property Agents contractors. 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 True Elite Property Agents' contractors for travelling to and from the property.

I acknowledge that my contact information may be provided to either the contractors engaged by True Elite Property Agents or the owner of the property to facilitate contact in order to carry out the repairs.

Tenant Name

Tenant Signature

Date

Please email the completed form including all attachments to maintenance@tepropertyagents.com.au

Office Use Only

Date Received

Owner Contacted

Instructions