



Gladesville 9879 6311

MAINTENANCE REQUEST FORM

Address of property:

Tenant name:

Contact details:

Times usually available:

NATURE OF PROBLEM (please be specific, stating which room)

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Brand of appliance:

Gas Electric

Model name and or number:

Access Instructions for tradesperson:

- I wish to be present when the tradesperson is at the property.
- Please ask the tradesperson to contact me.
- The tradesperson may enter the premises but I wish to be contacted first to confirm this
- The tradesperson may enter the premises using office keys. Don't contact me.

I hereby agree that should the above repair be a result of any misuse or negligence that payment shall be made by myself.

Tenants signature _____ Date: _____

PLEASE FAX THIS FORM TO OUR OFFICE ON 9879 6127

OFFICE USE ONLY:

Owner's name:

Tradesperson:

Date Issued:

Please Quote/Repair above item(s)

Additional notes to tradesperson:

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Authorised R & W Gladesville Signature: