



# TENANT MAINTENANCE FORM

FAX: 6881 7888

EMAIL: reception.dubborealestate@elders.com.au

Please completely fill in

DATE: ...../...../..... TENANT NAME: \_\_\_\_\_

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

CONTACT: H) \_\_\_\_\_

W) \_\_\_\_\_

M) \_\_\_\_\_

OTHER: \_\_\_\_\_

Maintenance Required

**PLEASE DESCRIBE PROBLEM CLEARLY**

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

Is this considered **URGENT** YES/NO

Please advise the office if this repair has not been attended to within 48 Hours.

Access During Business Hours

1 - Can we give access to the tradesman with a key YES/NO

**Please Note** – it is easier for the tradesperson to get work completed with key access

2 - By signing this form I understand that I will be liable to pay for the tradespersons invoice if the above maintenance is found to be from my misuse, incorrect operation or if it is found that I have caused the repair to arise.

3 - By signing this form I agree that the information is correct and understand if I have not filled the form out correctly the maintenance will not be addressed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only - Comments**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_