



# MAINTENANCE REQUEST

## General information

|                  |  |       |  |
|------------------|--|-------|--|
| Rental property  |  |       |  |
| Tenant full name |  |       |  |
| Mobile           |  | Email |  |

In the event that **non-urgent** repairs or services are required, please complete this Maintenance Request form. This form must be emailed or faxed in. **Text messages are not accepted.**

In the event that **urgent** repairs and services are required, please contact us immediately or one of our contractors. Refer to our Maintenance Policy document for contractor details, which was provided to you when you moved in.

## Item(s) for attention

### To speed up the maintenance process...

If the repair / replacement requested is for an appliance/equipment, please use the space below to advise:

- whether it is gas or electric
- the make and model number of the appliance
- any other information to help fast track the repair works ie photos

## Acknowledgement

Please **tick** an option below to indicate how you wish to proceed with the maintenance request:

I authorise Fresh Property, its staff and contractors to use the spare keys to gain access to and, if required, carry out the appropriate works at the above-listed property.

I wish to personally provide access to Fresh Property staff and/or contractors to carry out the appropriate works at the above-listed property. I understand that if I make arrangements with Fresh Property, then fail to provide access, I am personally liable for the contractor's time and the cost incurred. Note: Contractors work between the hours of 7:30am to 5pm, please ensure you are available between these times.

|           |  |      |  |
|-----------|--|------|--|
| Full name |  | Date |  |
| Signature |  |      |  |

## CONTACT US



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