

MAINTENANCE REQUEST



General information

Rental property			
Tenant full name			
Mobile		Email	
<p>If a non-urgent repair is required, please complete this Maintenance Request form. This form must be emailed to our office freshproperty@email.propertyme.com Text messages and phone calls are not accepted.</p> <p>In the event of urgent repairs being required, please contact your Property Manager or our office immediately. Refer to our Maintenance Policy for contractor details if you are not able to reach our office within 2 hours.</p>			

Item(s) for attention

To speed up the maintenance process...

If the repair requested is for an appliance/equipment, please ensure you include the following:

- whether it is gas or electric
- the make and model number of the appliance
- any other information to help fast track the repair works e.g.: 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



0451 968 195



E: freshproperty@email.propertyme.com
W: freshproperty.com.au



Find us @
Fresh Property