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Tenant Maintenance Request Form

TENANT INSTRUCTIONS

So that we may address your maintenance issues we ask that you complete the following maintenance request form. We will endeavour to action your repair request as quickly as possible. Please review our tenants guide at [www.rentalssa.com.au/tenants](http://www.rentalssa.com.au/tenants) for handy tips and advice that may help resolve any issues you are experiencing.

Please complete this form and fax, post or email it to us. In the event of an emergency repair, please contact our office immediately on (08) 8311 3935. Once we have received this request either our office or a tradesperson will contact you directly.

|  |  |
| --- | --- |
| **Date:** | Click here to enter text. |
| **Name:** | Click here to enter text. |
| **Phone:** | Click here to enter text. |
| **Email:** | Click here to enter text. |
| **Address:** | Click here to enter text. |
| **Problem:** | Click here to enter text. |

ACCESS DETAILS

|  |  |
| --- | --- |
| **Tenant preferred time and date:** | Click here to enter text. |
| **Access to property:** | [ ]  Take office key / [ ]  Tenant will be home |
| **Tenant authorises entry:** | [ ]  Yes\* / [ ]  No  |
| \* By indicating yes, you authorise our office and or the tradespeople to enter the property with the  keys in order to carry out the repair or view the repair.  |

If the repair relates to appliances, please list the make and model.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stove:** | Click here to enter text. | **Dryer:** | Click here to enter text. |
| **Hot Water:** | Click here to enter text. | **Air Conditioner:** | Click here to enter text. |
| **Oven:** | Click here to enter text. | **Dishwasher:** | Click here to enter text. |
| **Fridge/Freezer:** | Click here to enter text. | **Hot Water:** | Click here to enter text. |
| **Cooktop:** | Click here to enter text. | **Other:** | Click here to enter text. |