

# MAINTENANCE REQUEST FORM

Ph: 03 9563 1711 Fax: 03 9568 4558

Email: [maintenance@justrentalsre.com.au](mailto:maintenance@justrentalsre.com.au)



DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Tenant(s) Name: \_\_\_\_\_

Daytime Contact numbers: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Property Address: \_\_\_\_\_

Authorised for tradesperson to use security keys: YES / NO

(Please note that we use only preferred tradespeople who have been selected for their professionalism and integrity – **allowing them to use security keys will assist in reducing the time taken to attend to the repairs or maintenance.**)

Do you have a dog: YES / NO Type: \_\_\_\_\_ Secured: YES / NO

## Description and specific location of maintenance:

Please be as detailed as possible about the maintenance requested as this assists us with the appropriate action.

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HWS Repair: Brand: \_\_\_\_\_ Mode No: \_\_\_\_\_ Gas / Electric

If the hot water system is gas, please ensure the pilot light is lit before contacting our office.

### IMPORTANT INFORMATION – PLEASE READ

1. Please understand that the standard of the house is as inspected and any requests for renovation or refurbishment MUST BE REFERRED TO THE OWNER AND IS AT THEIR DISCRETION
2. If the repair or maintenance has not been done and you have not heard from us within seven (7) days, please contact your Property Manager. Please note: some owners insist on repairs being referred to them before we can act.
3. Repairs are referred to tradespeople promptly - time frames can vary depending on the individual tradespersons workload
4. Unauthorised work to the property will be at the tenants expense ONLY