



TENANT MAINTENANCE REQUEST FORM

TENANT DETAILS

Date: First name: Surname:

Property Address:

Mobile: Home Phone:

Email:

MAINTENANCE DETAILS

Please describe the repair clearly, including appliance make & model numbers details, gas or electric, what are the symptoms, what room etc. Until we have all information we cannot arrange repairs and this will cause delays. Please supply photos, where possible to assist with request.

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ACCESS DURING BUSINESS HOURS

PLEASE TICK ONE BOX BELOW

- Access With Key- we give permission to the professional service provider to access the property with an office key, if we are not home
- Tradesperson To Contact Me- Please get them to contact me for access During Business Hours (Please ensure we have ALL your contact details above)

PLEASE NOTE

- Should no fault be found or the maintenance issue is the result of tenant negligence, incorrect use or the tenant's appliance all costs/charges will be the responsibility of the tenant.
- If the appliance is gas, the lighting of pilot light is the responsibility of the tenants, if a tradesperson attends & finds no issue with the gas appliance & the pilot just needed to be re-lit all costs/charges will be the responsibility of the tenant.
- If the request is for lights & the only issue is globes needed to be replaced this is the tenant's responsibility & all costs/ charges will be the responsibility of the tenant.
- If you request the tradesperson to come after hours, & an after-hours rate is charged to us by the tradesperson, all extra costs/charges (amount above the normal day rate) will be the responsibility of the tenant.

DATE: TENANT SIGNATURE:

*PRIVACY ACT 1988 - I acknowledge and consent to the use of this information being passed onto other parties to enable my request to be attended to.

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