

**MAINTENANCE REQUEST FORM**

Repair and maintenance issues must be in writing as soon as the problem is detected. In order for repairs to be attended to promptly, please complete this request form and fax, post, hand deliver to our office

**Property:** \_\_\_\_\_

**Tenant Name/s:** \_\_\_\_\_ **Contact No:** \_\_\_\_\_

**Tenant Name/s:** \_\_\_\_\_ **Contact No:** \_\_\_\_\_

**Nature of Maintenance:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please circle the options which apply, regarding appliances and entry:**

If any of the following items need attention  
 (a) Stove – gas / electric                      (b) Oven – gas / electric                      (c) Hot Water – gas / electric

To gain access:

(a) Use agent’s key and enter at the convenience of tradesperson

(b) Contact me to make an appointment to enter the premises

**Please check:**

1. Have you changed & checked your smoke alarm battery in the last 6 month  YES  NO

2. Do you have current contents insurance  YES  NO

We are an independently owned and operated business and are bound by the National Privacy Principals. We may be collecting information about you by various methods throughout your tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may also need to disclose personal information to the owner of the property and to contractors, approved & authorized by Nicholson Real Estate P/L. By signing this form you are giving Nicholson Real Estate P/L authorization to pass on personal information to the appropriate people.

**TENANTS SIGNATURE:** \_\_\_\_\_

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

**OFFICE USE ONLY**

LANDLORD	LIMIT	\$	
REPAIRER	DATE ISSUED		
PROP MNGR	COST	\$	COMPLETED
DATE PAID	OWNER NOTIFIED		