

TENANT MAINTENANCE REQUEST FORM

DATE: ___/___/___

RENTAL PROPERTY: _____

FROM: _____

PH: _____ W: _____ MOB: _____

All general maintenance must be reported to our office in writing . In order for a repair to be attended to, please complete and it must be either:

- Lodged in person at **JLB Real Estate, 2/105 Victoria St, WERRINGTON NSW 2747**
- Mailed to us at the above address
- Faxed to **02 9833 9940**

Once we have received the request, either our office or a tradesperson will contact you.

REPAIRS REQUIRED: _____

PLEASE PROVIDE DETAILS. e.g. How it occurred & When? _____

Access Details:

(Please tick which method you would prefer)

Release Agency Keys:

Tradesperson to Contact Tenant:

Tenant preferred time and date: _____ Tenant Authorises Entry Yes

I hereby authorise your office and/or trades people to enter the property with the keys in order to carry out the repair or view the repair.

Signed: _____

Signed: _____

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

Hotplates _____ Oven _____

Gas - Main/LPG Electric

Gas - Main/LPG Electric

Exhaust Fan _____

Ensuite Bathroom

Heating _____

Gas Electric Wood

Dishwasher _____ Air Conditioning _____

Hot Water Service _____ Gas Electric Solar

OFFICE USE ONLY (Checklist)	Completed
• Date Received	___/___/___
• Time Received	
• Advise landlord of Maintenance/Repairs Requested	___/___/___
• Approval given Yes / No Quote Only Yes / No	___/___/___
• Quote Requested from	
• Landlord Advise and Approval given	Yes / No
• If NO, tenant and landlord letter sent	<input type="checkbox"/>
• If YES, job given to:	<input type="checkbox"/>
• When Invoice received, confirm work has been completed	<input type="checkbox"/>
• Invoice Amount	\$