

Maintenance Request Form

Raine & Horne®

Telephone

(02) 9667 0881

Fax

(02) 9667 0882

Address of Property: _____ Date: _____

Tenant Name (s): _____

Mobile: _____ Email: _____

Phone (W): _____ Phone (H): _____

The following repair items require attention:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Please note: If the repairs needed are for an appliance, please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising repair.

I hereby authorise Raine & Horne Mascot/Rosebery, its employees and contractors to use the keys to the above property held by Raine & Horne Mascot/Rosebery to gain access to, investigate and if applicable, carry out the repairs at the above property

I do not authorise Raine & Horne Mascot/Rosebery, its employees or contractors to use the keys to the above property held by Raine & Horne Mascot/Rosebery and undertake to personally provide access to the property at a time to be advised by Raine & Horne Mascot/Rosebery contractors

I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any changes made by Raine & Horne contractors for travelling to and from the property.

I acknowledge that my contact information may be provided to either the contractors engaged by Raine & Horne Mascot /Rosebery or the owner of the property to facilitate contact in order to carry out the repairs.

Tenant Name

Tenant Signature

Date

Office Use Only

Date received: _____ **Time received:** _____

Date entered into REST: _____

Landlord's Details: _____

Landlord's consent for repairs: YES / NO

If no, tenant advised and file note made: YES / NO **Date:** _____

Within repair limit: YES / NO **Repair Limit:** \$

PROCEED AS URGENT QUOTE REQUESTED LEFT MSG / LETTER SENT

Job Given to: _____ **Date & Time assigned:** _____

Payment by: LANDLORD / TENANT / STRATA / BODY CORPORATE

Comments: _____

Property Manager: _____ **Signature:** _____