

Maintenance Request Form

Date: _____

Attention: Property Management Department Ph: 6555 7211
Margaret Price Real Estate
Shop 6 Cnr Beach and Wallis Street, Forster NSW 2428 Fax: 6555 3451

Tenants Name: _____

Phone: _____ Work: _____

Other: _____

Property Address: _____

What repairs are needed? (GIVE IN FULL DETAILS)

(Example: No hot water throughout the premises. The hot water system is leaking hot water rapidly from the pressure release valve)

Is the repair: Urgent **Y** Routine **Y**

How damage occurred:

Do you want to be present when the repairs are done? Yes **Y** No **Y**

If **Yes**, what is the best time of day (Morning or afternoon) to arrange for the repair?

Signed: _____

Date: _____

If **No**, Please sign below:

I am willing to allow a tradesperson to enter the premises to carry out the repairs required?

Signed: _____

Date: _____

Please return this form to Margaret Price Real Estate and we will contact you as soon as possible about arranging the repairs.

NOTE: We accept that if a tradesman is called out unnecessarily or if the damage is found to be due to misuse the account will be forwarded to us for payment.

Should the maintenance request form be incomplete, your request may not be processed. Exceptions are made for urgent repairs only.