



Tenant Maintenance Request Form

Tenant name(s) _____

Property Address _____

Mobile Phone _____ Home Phone _____

Email _____

Maintenance Details

*Maintenance required to the property (Please ensure your description is clear and is detailed as possible)
Please supply photos to assist with request.*

Access Arrangements

Please tick one box below:

Access with keys from office - we give permission for the tradesperson 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 ONLY!

If not, what is your preferred day and time for repairs _____ at _____ am / pm

Please note

Should no fault be found, or the maintenance issue is the result of tenant negligence or incorrect use any costs/charges will be the responsibility of the tenant. If you request the tradesperson to come after hours, and an after-hours rate is charge to us by the tradesperson, we will forward this extra rate (amount above the normal day rate) in a tax invoice to the tenant, for payment within 14 days.

Tenant signature _____ Date _____

* 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.

Submit this form in person at the below address, or email directly to the property manager.

Address: 107 Elm Park Drive, Hoppers Crossing VIC 3029 Phone: 03 8360 3064 Email: lisa@maaxgroup.com.au
www.maaxgroup.com.au