



Fax: 9707 4411  
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Date received:

**MAINTENANCE REQUEST FORM – BERWICK OFFICE**

Property Address: \_\_\_\_\_

Tenant/s Name: \_\_\_\_\_

Contact Phone Numbers: (W) \_\_\_\_\_ (H) \_\_\_\_\_

(M) \_\_\_\_\_ (Email) \_\_\_\_\_

Specific Repair Request Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appliance \_\_\_\_\_ Gas/Electric \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Access:

1. Enter at repairers convenience using office key/s Yes

2. Ring day \_\_\_\_\_ best time \_\_\_\_\_ to arrange repair appointment Yes

3. If the repair falls under Emergency repairs, please ring through first then complete form.

Landlord spoke to: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Instructions: \_\_\_\_\_

Repairer: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Action: \_\_\_\_\_

**Privacy:** It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs/complaints to be attended to, please complete this form and fax, post or deliver to our office. Either a representative of our office or a tradesperson will then be in contact with you. We are an independently owned and operated business. We are bound by the National Privacy Principles. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorized by Just Real Estate) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting our privacy officer.

TENANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM

Date Repair Completed: \_\_\_\_\_ Tenant/Invoice No: \_\_\_\_\_