



Date received:

[Empty box for date received]

Email: rentals@justrealestate.com.au
PO Box 343, Narre Warren 3805

MAINTENANCE REQUEST FORM

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/No

2. Ring day _____ best time _____ to arrange repair appointment Yes/No

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: _____