

Maintenance Request Form

Please email to realestate@homeground.org.au OR Fax to 92889601 (you can also complete and submit this form online at www.homegroundrealestate.com.au/tenants/maintenance)

Date: _____ - _____ - _____

Name: _____ Ph: _____

Email address: _____

Property Address: _____ Suburb: _____ Postcode: _____

Maintenance requested is: Urgent (please call our office immediately if it is an emergency)

Not urgent (non-urgent requests will not be taken over the phone)

Details of maintenance issue: _____

Please provide the following details if relevant:

Heater make and model: _____

Air-conditioner make and model: _____

To gain access please:

Use agents key and enter at the convenience of the trades person

Phone me to make an appointment (Ph number: _____)

Please contact my partner / house mate / parent / friend _____ (name)

on _____ (phone number) for access to the property

TENANT/S CONFIRMATION:

I/we hereby authorise your office and/or the repairers to enter the property as above in order to view or carry out the repairs.

Tenant signature: _____

Print name: _____

Property Address: _____

Phone: _____

Email: _____

Office use only:

Date received: _____ - _____ - _____ Time received: _____ am / pm Property Manager initials: _____

Status: URGENT Requested (date: _____) Completed (date: _____)

NON URGENT Waiting for approval Requested (date: _____) Completed (date: _____)