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MAINTENANCE REQUEST FORM

Address of Property: _____

Tenant Name (s): _____

Mobile: _____ Email: _____

Phone (w): _____ Phone (h): _____

The following repair items require attention:

1. _____

2. _____

3. _____

PLEASE NOTE: If the repairs needed are for an appliance, please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising the repair.

I hereby authorise Palmwood Place Carina, its employees and contractors to use the keys to the above property held by Palmwood Place Carina to gain access to, investigate and if applicable, carry out the repairs at the above property, without the need for further notice to me.

I do not authorise Palmwood Place Carina, its employees and contractors to use the keys to the above property held by Palmwood Place Carina and undertake to personally provide access to the property at a time to be advised by Palmwood Place Carina contractors. I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by Palmwood Place Carina contractors for travelling to and from the property.

I acknowledge that my contact information may be provided to either the contractor engaged by Palmwood Place Carina or the owner of the property to facilitate contact in order to carry out repairs.

Tenant Name

Tenant Signature

OFFICE USE ONLY

Date Received : / / Owner Contacted: Instructions: _____
