

Maintenance Form



ADDRESS: _____

NAME: _____

PHONE: _____

EMAIL: _____

MAINTENANCE REQUEST (PLEASE BE SPECIFIC WITH DESCRIPTION)

Is this problem an emergency? YES / NO (SEE OVER)

Has a similar problem occurred before? _____

Have you made any attempt to rectify? YES / NO

If yes, please give details: _____

If this is a stove, oven or hot water system, is it? GAS / ELECTRIC

What Brand? _____

If it is a hot water system problem, have you topped it up? _____

PLEASE NOTE: If a maintenance contractor is called and the problem is found to be a usage problem or one of your appliances is faulty, YOU WILL BE RESPONSIBLE FOR THE SERVICE CHARGE (PLEASE ASK US)

1. We have permission to disclose your personal information being contact numbers to relevant trades-people employed to carry out maintenance at the property.
2. If a maintenance contractor is unable to contact you, it is mutually agreed between all parties that they may gain access by using the management set of keys.
3. We do our best to rectify your requests as quickly as possible however we have only limited authority from our landlords and may need to refer your request to them for approval. Therefore we are unable to guarantee against delays on items other than emergency repairs.
4. The Tradesman may be required by the owner to look at any maintenance issues relating to their specific trade whilst at the property, doing the maintenance already requested by you.

Tenants Signature _____ Date _____

Submit your forms online at daviddeane.com.au

RESIDENTIAL TENANCIES AUTHORITY ACT s123A EMERGENCY REPAIRS ARE GENERALLY REGARDED AS:

- ✓ A BURST WATER SERVICE
- ✓ A BLOCKED OR BROKEN LAVATORY SYSTEM OR FITTINGS
- ✓ A SERIOUS ROOF LEAK
- ✓ A GAS LEAK
- ✓ A DANGEROUS ELECTRICAL FAULT
- ✓ A FAILURE OR BREAKDOWN OF THE GAS, ELECTRICITY OR WATER SUPPLY TO THE PREMISES
- ✓ A FAULT OR DAMAGE WHICH CAUSES THE PREMISES TO BE UNSAFE OR INSECURE
- ✓ A SERIOUS FAULT IN ANY STAIRCASE, LIFT OR OTHER COMMON AREA WHICH INHIBITS OR UNDULY INCONVENIENCES A RESIDENT IN GAINING ACCESS TO OR USING THE PREMISES