

Maintenance Request Form

Dear Corina,

Could you please arrange for the following maintenance issue to be reviewed.

Kind regards,

..... (SIGNATURE)

.....(PLEASE PRINT NAME)

property address: _____

date: _____

Please provide a detailed description of the area/item that requires attention & a suggested remedy if applicable. **IMPORTANT: If the problem relates to an appliance please include the brand & model number.**

Please complete your contact details below. Our tradesperson will contact you direct to arrange a time to attend your property.

If you would like us to update our files with these details please tick this box

home telephone: _____

work telephone: _____

mobile: _____

email: _____

What days & times are you available for a tradesperson to access your property if required?

If you can't be at home, can the tradesperson gain access using our office set of keys? YES / NO

PLEASE SEE REVERSE FOR DETAILS OF HOW TO LODGE THIS FORM

TO LODGE THIS REQUEST

You have several options available to you:

- post:** Attention: Corina Carter, Property Manager
Gardiner McInnes Estate Agents Pty Ltd
PO Box 314
Warrandyte 3113
- in person:** 2a & 2b, Webb Street, Warrandyte
Monday – Friday 9.00am to 5.30pm
Saturday 9.00am to 5.00pm
Sunday 11.00am to 4.00pm
- by fax:** 9844 0152
- by email:** rentals@gardinermcinnnes.com
subject line: non-urgent maintenance request – property address
(scan & attach jpeg, pdf or insert into word document)
- online:** you can access an online version of this form at
www.gardinermcinnnes.com/tenants.aspx

URGENT maintenance issues

Urgent repairs are outlined in the *Residential Tenancies Act 1997*. The matter is also covered on pages 16 - 18 of your 'Renting a Home' booklet.

In the event of an urgent maintenance issue, please contact our offices on the numbers listed below. We will arrange for a tradesperson to attend to the matter immediately.

During our business hours:	9844 0052
After hours/public holidays: Corina Carter	0400 984 449
Vicki Gardiner	0427 310 512

Additionally we request that the issue is put in writing to our office via email or text message to:

email:	rentals@gardinermcinnnes.com
	<i>subject line: URGENT maintenance request – property address</i>
text message:	Corina Carter 0400 984 449

Please be advised that maintenance that is arranged by the tenant after hours and which is not of an urgent nature will be the responsibility of the tenant. The agent/landlord will not accept responsibility for the account.