

TENANCY REPAIR REQUEST FORM



PROPERTY DETAILS

Property Address

Property Manager

PERSONAL DETAILS

First Name/s

Last Name

Home Ph

Mobile

Email

AUTHORISATION

I hereby authorise Philip Webb Rentals Pty Ltd, its employees and contractors to use the keys (if any) to the above property held by Philip Webb Rentals to gain access to investigate and if applicable, carry out the repairs at the above property.

I do not authorise Philip Webb Rentals Pty Ltd, its employees or contractors to use the keys to the above mentioned property held by Philip Webb Rentals Pty Ltd and undertake to personally provide access to the property at a time to be advised by Philip Webb's 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 Philip Webb's contractors for travelling to and from the property.

Signature

Date

LIST OF ITEMS THAT REQUIRE REPAIR/MAINTENANCE

1

2

3

Property Manager to Complete
Date Received

Owner Contacted
Instruction

Philip Webb Rental Division
483 Whitehorse Road, Mitcham 3132
Telephone 9874 3355 | Fax 9874 5272
www.philipwebb.com.au

Privacy Policy : I acknowledge and agree that my name, address, other necessary contact details may be collected, used and provided to the owner and the owner or Philip Webb's contractors, together with photos and/or video of the general vicinity of the area requiring repairs, to enable the gaining of access to, investigation of and/or carrying out of repairs at the above property. I am aware that Philip Webb's Privacy Policy contains information about how to access the personal information Philip Webb holds about me, how to seek correction of such information, how to complain about an alleged breach of the Australian Privacy Principles, and how they will deal with such a complaint; and that the Privacy Policy can be viewed without charge at www.philipwebb.com.au.