

GORDON AGENCIES PTY LTD

LICENSED REAL ESTATE AGENTS

A.B.N: 84 100 629 650

Deliver to: Irymple Office - Corner 15th St &
Koorlong Ave, Irymple

Fax to: 03 5024 5855

Email to: gordonagencies@ncable.com.au

MAINTENANCE REQUEST

Date: _____

Property Address: _____

Tenant Name/s: _____

Phone Number (AH) _____ (BH) _____ (M) _____

Email: _____ Fax: _____

Access to Property: _____

Description of Maintenance Issue: (Please be specific)

The tenant acknowledges that they shall reimburse the landlord for the cost of any repairs that are due to negligence or damage caused by the tenant or any of the tenants visitors. Furthermore, if a tradesperson is called to the property and no fault is found the tenant may be liable for the call out fee charged.

Signed by Tenant _____

OFFICE USE ONLY

NOTES/COMMENTS:

Maintenance recorded on system:	<input type="checkbox"/>	_____
Landlord contacted:	<input type="checkbox"/>	_____
Tradesperson arranged:	<input type="checkbox"/>	_____
Maintenance completed:	<input type="checkbox"/>	_____