

## Tenant Maintenance Request Form

### TENANT INSTRUCTIONS

So that we may address your maintenance issues we ask that you complete the following maintenance request form. We will endeavour to action your repair request as quickly as possible. Please review our tenants guide at [www.rentalssa.com.au/tenants](http://www.rentalssa.com.au/tenants) for handy tips and advice that may help resolve any issues you are experiencing.

Please complete this form and fax, post or email it to us. In the event of an emergency repair, please contact our office immediately on (08) 8311 3935. Once we have received this request either our office or a tradesperson will contact you directly.

<b>Date:</b>	
<b>Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Address:</b>	
<b>Problem:</b>	

### ACCESS DETAILS

<b>Tenant preferred time and date:</b>	
<b>Access to property:</b>	<input type="checkbox"/> Take office key / <input type="checkbox"/> Tenant will be home
<b>Tenant authorises entry:</b>	<input type="checkbox"/> Yes* / <input type="checkbox"/> No
* By indicating yes, you authorise our office and or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair.	

If the repair relates to appliances, please list the make and model.

<b>Stove:</b>		<b>Dryer:</b>	
<b>Hot Water:</b>		<b>Air Conditioner:</b>	
<b>Oven:</b>		<b>Dishwasher:</b>	
<b>Fridge/Freezer:</b>		<b>Hot Water:</b>	
<b>Cooktop:</b>		<b>Other:</b>	