

NICHOLSON REAL ESTATE PTY LTD

21-23 Nicholson Street, East Brunswick
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MAINTENANCE REQUEST FORM

It is office policy that all repairs or complaints must be made in writing and must be advised on as soon as detected. In order for repairs to be attended to promptly, please complete this request form and fax, post, personally deliver to our office or email your Property Manager directly.

Property: _____

Tenant Name/s: _____

Contact No: _____

Tenant Name/s: _____

Contact No: _____

Nature Of Maintenance: _____

Please circle the options which apply, regarding appliances and entry:

If any of the following items need attention,

- (a) Stove – gas / electric (b) Oven – gas / electric (c) Hot Water – gas / electric

To gain access:

- (a) Use agents key and enter at the convenience of tradesperson
(b) Contact me to make an appointment to enter the premises

Please check:

1. Have you changed & checked your smoke alarm battery in the last 6 month YES NO
2. Do you have current contents insurance YES NO

We are an independently owned and operated business and are bound by the National Privacy Principals. We may be collecting information about you by various methods throughout your tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may also need to disclose personal information to the owner of the property and to contractors, approved & authorized by Nicholson Real Estate P/L. By signing this form you are giving Nicholson Real Estate P/L authorization to pass on personal information to the appropriate people.

TENANTS SIGNATURE: _____

DATE: _____