

TENANT MAINTENANCE REQUEST FORM



Please complete and return this maintenance request form by email to pm@goldfishre.com.au. You can also post or hand deliver it to:

Goldfish Real Estate, Level 3, 480 Collins Street, Melbourne, VIC 3000

If the problem is an **EMERGENCY**, PLEASE PHONE FIRST and then **CONFIRM IN WRITING**.

Property Address:

CONTACT INFORMATION

Tenant/s:

Business Phone:

Home Phone:

Mobile:

Email:

MAINTENANCE REQUIRED

IF RELEVANT, PLEASE SPECIFY IF THE APPLIANCE IS GAS OR ELECTRIC :

Gas

Electric

PLEASE SPECIFY ACCESS:

Use Agent's Key

Phone me to make an appointment

Use Entry Notice

If an entry notice is required, a minimum of 24 hours notice will be provided.

TENANTS CONFIRMATION

I / we hereby authorise your office and / or the repairers to enter the property as above in order to view or carry out the repairs and that my / our contact details will be given to a tradesperson in order to gain access to complete such repairs and / or quotes.

It is a policy of our office that all repairs or complaints **MUST BE IN WRITING** and advised of as soon as possible. In order for repairs to be attended to, please complete and return this form by email, post or hand deliver to our office during business hours. Either a representative or our office or a tradesperson will then be in contact with you to advise what action will be taken.

DATE: