

# MAINTENANCE REQUEST FORM

PROPERTY ADDRESS \_\_\_\_\_

TENANT NAME (S) \_\_\_\_\_

PH \_\_\_\_\_

PH WORK \_\_\_\_\_

FAX \_\_\_\_\_

MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_

THE FOLLOWING ITEMS REQUIRE ATTENTION:

1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Please note - If repairs are needed for an appliance, please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising the repair.

- I hereby authorise Cottee Real Estate, it's employees and contractors to use the keys to the above property held by Cottee Real Estate to gain access to, investigate and if applicable, carry out the repairs at the above property without the need for further notice to me.
  
- I do not authorise Cottee Real Estate, it's employees or contractors to use the keys to the above property held by Cottee Real Estate and undertake to personally provide access to the property at a time to be advised by Cottee Real Estate 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 Cottee Real Estate contractors for travelling to and from the property.

I acknowledge that my contact information may be provided to either the contractors engaged by Cottee Real Estate or the owner of the property to facilitate contact in order to carry out the repairs.

\_\_\_\_\_  
TENANT NAME

\_\_\_\_\_  
TENANT SIGNATURE

\_\_\_\_\_  
DATE

## OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_

OWNER CONTACTED

YES

NO

DATE CONTACTED \_\_\_\_\_

INSTRUCTIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



"YOUR KEY TO EXCELLENCE"