

# Maintenance Request Form



<b>Delivery</b>	<input type="checkbox"/> Email (Scanned with signature) <input type="checkbox"/> Faxed <input type="checkbox"/> Posted <input type="checkbox"/> Hand Delivered
<b>Date</b>	____/____/____
<b>Property</b>	
<b>Tenant Contact Details</b>	Name: _____ <input type="checkbox"/> Registered Tenant <input type="checkbox"/> Approved Tenant Daytime Phone No.: _____ Other No.: _____ Mobile 1: _____ Mobile 2: _____ Email: _____ Best time to contact you: _____ am/pm
<b>Repair Request</b>  Provide as much details as possible. Attach sheet if necessary	<input type="checkbox"/> Routine <input type="checkbox"/> Urgent (Refer to Page 9 Form 17A Information Statement Booklet) _____ _____ _____
<b>Appliance</b>	<input type="checkbox"/> Hot Water <input type="checkbox"/> Dishwasher <input type="checkbox"/> Cooktop <input type="checkbox"/> Oven <input type="checkbox"/> Garage Motor <input type="checkbox"/> Other Make: _____ Model: _____ Serial No.: _____
<b>Access for Tradesperson</b>	<input type="checkbox"/> Call to Arrange Access <input type="checkbox"/> Use Agency Key (where possible) <input type="checkbox"/> Dog is at premises. Tenant responsible for animal NOTE: if a booking is made with a Contractor & access is not available as scheduled with the tenant, you will be responsible for the call out fee. It is your responsibility to ensure access is available on the day. In the event a suitable time cannot be reached access will be via agency key.
<b>Signature</b>	
<b>Privacy Statement</b>	<i>Privacy Consent:</i> I, the tenant, acknowledge that I have read the privacy notice of Sutherlands Property Management Group and authorise Sutherlands Property Management Group to provide relevant information to tradesman to conduct the necessary emergency or routine maintenance.
<b>Notice</b>	Failure to report maintenance in a timely manner may result in the Tenant/s being liable for the cost of repair. Should the repair be due to accidental damage, negligence or in accordance with the agreement, Sutherlands Property Management will send a Contractor upon request and forward the invoice for payment. This account must be paid within seven days from the date of receipt. Should the repair not be satisfactory or incomplete, it will be the Tenant's responsibility to advise Sutherlands Property Management immediately
<b>Agency Use Only</b>	Date Received: __/__/__    Time: _____ am/pm    PM: _____ <input type="checkbox"/> Awaiting Approval <input type="checkbox"/> Work Order Submitting <input type="checkbox"/> Owner arranging own Contractor <input type="checkbox"/> Urgent Action Required and Issued