

Maintenance Request Form

Address:	Date:
Tenants:	
Mobile:	Email:
ACCESS ARRANGEMENT	
USE SPARE KEYS: YES/NO	MAKE APPOINTMENT: YES/NO
DETAILS OF MAINTENANCE REQUIRED : -	Please use point form
Please provide details of any brand/mode	l/make numbers.

Please email this request through to <u>tim@ttsrealestate.com.au</u>

If a tenant wishes to be present for any maintenance/repairs, the tenant must be available from 8am-5pm on the day. The tenant understands that if maintenance is **by appointment**, a delay of several days may occur.

If an appointment is made and the tenant is not present/refuses access, the tenant will be liable for the call out fee.

If an appointment has been arranged and the tradesperson doesn't arrive at the agreed time, the tenant will make every effort to contact the tradesperson. If a trade's person is not contactable, call your property manager. TTS Real Estate/Landlord cannot be held accountable for the trade's person's failure to attend.