

# MAINTENANCE REQUEST

## TENANT INSTRUCTIONS

All **general maintenance** must be reported to our office in writing. In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office. In the event of an emergency repair please contact our office as soon as possible. Once we have received the request either our office or a tradesperson will need to contact you.

\*\* Please note that if this form is not fully completed, delays may result. \*\*

**Address:** \_\_\_\_\_

**Tenant Name(s)** \_\_\_\_\_

**Phone:** Home \_\_\_\_\_ Work \_\_\_\_\_  
 Mobile \_\_\_\_\_ Email \_\_\_\_\_

***If the repair relates to an appliance please circle and list the brand and model***

Hotplates       Oven       Griller  
 Brand \_\_\_\_\_ Model \_\_\_\_\_

Gas / Electric (If Gas  Bottle  Natural)

Type of Oven:-

Upright       Wall Oven       Under bench Oven       Separate hotplates  
 Gas burners

Dishwasher:-

Brand \_\_\_\_\_ Model \_\_\_\_\_

Hot Water System:-

Gas       Electric

Other \_\_\_\_\_

**Repair Details:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby authorise Wamberal Professionals to provide the following contact details to their contracted tradespeople and for the relevant tradespeople to contact me      Yes / No

I hereby give permission for Wamberal Professionals or a contracted Tradesperson of Wamberal Professionals to enter the property using the keys in order to view the repair or to carry out the repair.      Yes / No

Signature \_\_\_\_\_ Date \_\_\_\_\_