

# Maintenance Request

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It is a policy of our office that all repairs or maintenance requests **must** be in writing and posted or faxed or emailed to our office as soon as possible (We only accept emergency repairs by phone).

Tenant Name: .....

Property Address: .....

Ph(s): ..... Email address: .....

**Maintenance Issue: Please be concise with details and include Model and serial no of appliance and or particular room the problem occurred**

**This will help us explain the problem to the owner and serviceman**

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.....  
.....

When did the problem first occur? .....

Access for tradesperson (circle one);                      Use office Key                      Contact Tenant

I acknowledge that the tradesperson will try and contact me to arrange an appropriate time however, if they can not get hold of me or I am not at the property when arranged the tradesperson will be provided with the office's copy of keys to conduct the quote or complete the work. If you arrange to be at the property & are not there, you will be charged a call out fee.

If the tenant is at fault or caused or contributed to the maintenance issue, then the tenant will be charged for the repairs

Tenant Signature: ..... Date: .....

<b>SMOKE DETECTORS</b>	
How many smoke detector do you have in the home?	
Have you tested and cleaned the smoke detector/s?	Yes / No
Are they all working?	Yes / No
IF THEY ARE NOT WORKING PLEASE CONTACT OUR OFFICE IMMEDIATELY!	
Tenant Signature: .....	Date: .....

<b>Office Use Only</b>	
Authorised by owner	Yes / No
Contractor: .....	Phone: .....
Tenant phoned back:	Yes / No
Date work completed .....	Inspected: Yes/No ..By: .....