

TENANT MAINTENANCE REQUEST FORM

All general maintenance must be reported to our office in writing. In order for your request to be attended to please complete this form and return to our office either:

- In Person: 36 Duke Street, Sunshine Beach
- Email: info@sunshinebeachrealestate.com.au
- Fax: 07 5447 2182

In the event of an emergency, please contact our office immediately on 07 5447 2999.

Once we have received your request, either our office or a tradesperson will contact you directly. We will aim to have your request dealt with as soon as possible. Thank you.

DATE: _____ / _____ / _____ TIME: _____

ADDRESS: _____

MAINTENANCE: _____

TENANT NAME: _____

HOME No: _____ MOBILE No: _____

I hereby authorize your office and/or any trades people to enter the property in order to carry out or quote for repairs stated in this request form.

SIGNED: _____

If a repair relates to an electrical appliance for example dishwasher, oven, stovetop, hot water or air-conditioning unit where possible please provide the following details:

MAKE: _____ MODEL: _____ SERIAL No: _____