



Harcourts Berwick 30 High Street, Berwick, 3806, Fax: 03 9707 3461
Email: rentals.berwick@harcourts.com.au

MAINTENANCE REQUEST FORM

Under the provisions of the Residential Tenancies Act Section 74 it is requirement that all non urgent maintenance be in writing. Please be aware that a Landlord has up to 14 days to attend to non urgent maintenance, and therefore it is important that you understand the landlords rights and do not continually ring our office during this time to ascertain what has happened to your maintenance request.

NAME.....

PROPERTY.....

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CONTACT DETAILS (our office needs to be able to make contact with you to facilitate the necessary repairs. If you cannot be contacted please provide details of someone else who can make the necessary arrangements)

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MAINTENANCE PROBLEM (Please ensure that the description of the problems is detailed enough so that our office can send the correct tradesperson to attend the issue)

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Make & model numbers if applicable;.....

DO WE HAVE YOUR CONSENT FOR THE TRADESPERSON TO USE THE SPARE KEYS TO YOUR PROPERTY.....

IF WE CAN NOT USE THE KEYS TO ACCESS THE PROPERTY WHAT ARE YOUR PREFERRED ACCESS ARRANGEMENTS

SIGNED.....DATED.....

PLEASE NOTE THAT IF YOU SUPPLY THE WRONG INFORMATION AND WE ENGAGE A TRADESPERSON TO ATTEND TO THE PROBLEM YOU WILL BE RESPONSIBLE FOR THE COST INCURRED.