

TENANT MAINTENANCE REQUEST FORM

This form can be returned to our office via the following methods:
Hand delivered/ Mailed to: Level 3/56 Kitchener Parade, Bankstown NSW 2200
OR PO BOX 511 Bankstown, NSW 1885
Fax: (02) 9793 9091
Email: contactus@commercial.net.au

Date:		Property Manager:	
Property Address:			

TENANT DETAILS

Tenant Name:			
Contact Number:		Mobile Number:	
Email Address:			

DETAILS OF MAINTENANCE REQUIRED

*Please provide as much detail as possible, including the location of the repair.
 What (details of the problem), When (did the problem begin), How (how the problem came to light)*

NOTE: The lessee acknowledges that if the repair subject is deemed the responsibility of lessee as per lease documents, or due to negligence / damage, cost will be due and payable by the lessee.

ACCESS DETAILS

I authorise Commercial Property Group to issue a key to the required tradesman/handyman etc:	Yes	No
Other:		

OFFICE USE:

Received By:	Date:
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In the event of an emergency repair, please contact our office on 1300 811 881 or your Property Manager