TENANT MAINTENACE REQUEST

It is our office policy that all maintenance/requests to owners must be in writing. We also urge you to advise us as soon as a problem occurs. In order to attend to these matters quickly, please complete this form and either fax, post or deliver to our office. You will be contacted by the property manager or a tradesperson.

We are an independently owned and operated business. We are bound by the national Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorized by Guardian Property & Asset Management) in the course of our day to day duties.

Property Address: _____

Tenants Name: _____

Best Daytime Phone Numbers: _____

Best Email Address: _____

Nature of problem: *(Please be specific and give full detail including room/area problem is located)*

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If the problem is <u>URGENT</u> please call us before completing and sending this form. If you are not able to contact us, please refer to your local emergency contact sheet which was provided to you at the commencement of your lease.

<u>Please tick the most appropriate option regarding entry:</u>

☐ Use owner's key and enter at your convenience OR ☐ Phone me to make an appointment to enter

I/We hereby authorize your office and/or the contractors to enter the above property in order to view or carry out repairs.

Tenants Signature: _____ Date: _____/_____/_____

ACTION TAKEN _____/_____/_____ **PM** _____ ***OFFICE USE ONLY***

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Guardian Property & Asset Management (VIC) Pty. Ltd.
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Protecting your Investment

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