

## MAINTENANCE REQUEST

**For urgent repairs (emergency) please call 0428 645 440 (24 hour service)**

Fax this form to SEJ Real Estate on 5682 1016, **OR** email to [propertymanager@sej.com.au](mailto:propertymanager@sej.com.au), **OR** submit by hand to 8 Station Road, Foster 3960

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Maintenance Required

Please ensure you provide adequate details e.g. make and model of appliance that requires repair.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The property owner / maintenance person / trades person will contact you on the contact provided above. Repairs/maintenance shall only be completed during regular business working hours at the discretion of the service provider and it is the tenant's responsibility to provide access. If you cannot provide access you must select yes below to allow access.

**I give permission for the property owner / maintenance person / trades person to enter the property using a key supplied by the agent.**

YES  NO

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_