

Maintenance Request Form

It is our office policy that all maintenance/repairs requests or complaints must be in writing. We also urge you to advise us as soon as possible. In order to attend to these matters quickly, would you please complete this form and either fax, post or deliver to our office. The Property Manager or a Tradesperson will contact you straight away.

We are an independently owned and operated business. We are bound by the National Privacy Principles. 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 PBC Realty Pty Ltd T/A Metro Rentals) in the course of our day-to-day duties.

Property Address: _____

Tenant Surname: _____ **First Name:** _____

Phone: (Work) _____ **(Home)** _____

Mobile: _____

If the problem is an EMERGENCY, Please phone first, then confirm in writing.

Please tick the options that apply regarding entry:

- Use owners key and enter at your convenience
- Phone me to make an appointment to enter

Tenant to Sign:

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:** _____

