



About Property Management
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Tenant Maintenance Request Form

Date:	
Property Address:	
Name of Tenant/s:	
Contact Details	
Mobile:	Phone:
Email:	

Please provide information of maintenance required in accordance with the Standard Terms of the General Tenancy Agreement (Form 18a). Please be detailed:

I/We the tenant/s, upon signing this form, consent to the passing of my/our name/s and contact details onto tradespeople/contractors for the sole purpose of gaining access to the property and completing any required maintenance and or quotes as per the lessor instructions.

Signature of Tenant/s: _____

Please accept this as my authority for About Property Management and/or their elected tradesperson to enter the premises and carry out the above repairs/alterations. Entry keys may be provided by About Property Management.

Hand out keys **Y** **N**

I want to be present **Y** **N**

(Must be during business hours) and I give authority to hand out my contact details.

OFFICE USE ONLY	DATE
Lessor's Approval Obtained	
Work Order Raised with :	
Work Order Number	
Property Manager	