



BURSWOOD PENINSULA
— REAL ESTATE —

Maintenance Request

Property: _____

Requested by: _____

Date: _____

Time: _____

Contact Number: _____

Please detail the repairs requested below:

1. _____

2. _____

3. _____

4. _____

5. _____

Yes, I authorise a trades person to collect the office set of keys to attend.

I would like to be contacted for the trades person to arrange access with myself.

Printed full name: _____

Signature: _____

Date: _____

**EMERGENCY REPAIRS ONLY ON WEEKENDS. ALL OTHER REQUESTS MUST BE ON
MONDAY - FRIDAY ONLY.**

Disclosure:- If a tradesperson attends the property and the maintenance reported by the tenant was found to be a user fault then the tenant may be charged for the unnecessary call out. It's important to refer to any operating manuals or consult your Property Manager if you are unsure first.