

MAINTENANCE REQUEST FORM

This form MUST be completed for all requests except emergencies and returned via one of the following options to Miller & James Real Estate or for all emergency maintenance please contact:

TEMORA:

214-216 Hoskins Street, Temora
admin@millerandjames.com.au
Fax to 0269 774 080

ALBURY:

561 Englehardt Street, Albury
albury@millerandjames.com.au
Fax to 0260 218 673

For all **EMERGENCY** repairs please contact:

TEMORA:

Office: 0269 771 333

ALBURY:

Office: 0260 232 333
AH: 0488 044 046

PROPERTY ADDRESS: _____

TENANT NAME: _____

PHONE (W/H): _____ **MOBILE:** _____

E-MAIL: _____

REPAIRS REQUIRED:

Please note: If the repairs needed are for an appliance (e.g. oven, hot water service), please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising the repair.

I provide permission to Miller and James Real Estate to provide tradesperson the master key to the rental property to gain access and attend to the required repair without being in attendance.

I acknowledge that my contact information may be provided to either the contractors engaged by Miller & James Real Estate or the owner of the property to facilitate contact in order to carry out the repairs.

I acknowledge if a tradesperson is called out and no problem is found or the problem is caused from your appliance or misuse of equipment or you have failed to attend at the agreed appointment time then you may be responsible for the service charge, cost to rectify the damage or both.

TENANT SIGNATURE: _____ **DATE:** _____

Office Use _____

Date Received:

Landlord Contacted:

Action Required: