



Russell

37 Linsley Street (PO Box 57), COBAR NSW 2835
FAX: 6836 3163

THA MAINTENANCE REQUEST FORM

In order for maintenance to be attended to, please complete this form and fax, post or deliver to our office promptly.
PLEASE NOTE THAT ALL NON URGENT REPAIRS MUST BE SUBMITTED USING THIS FORM
A copy of this form should be retained for your records and follow up action.

In an EMERGENCY – please phone the office first on: 6836 2234 (Monday – Friday 8.30am – 5.30pm)
After Hours: Property Management Mobile: 0408 362 237

PROPERTY ADDRESS	TENANT DETAILS	
	FULL NAME:	
REPAIRS REQUIRED : Provide as much detail as possible	PHONE (H):	MOBILE:
	PHONE (W):	EMAIL:
	ACCESS ARRANGEMENTS:	
	I hereby give consent for a tradesperson to use the keys kept at Landmark Russell Real Estate:	
	Y / N	
	I hereby give consent for Landmark Russell to provide my contact phone number to a tradesperson to contact me to arrange a mutually convenient time to attend :	
	Y / N	
	Please note:	
	If a tradesperson is called to the property you rent and:	
	<ul style="list-style-type: none">• the problem is caused by your faulty appliance, or• if no problem is found, or• if you make a time with the tradesperson & you are not at home when they call, or• the problem is caused through misuse or mistreatment of the appliance or equipment,	
How long has the condition existed?	Then you will be charged the service call fee.	
TENANT SIGNATURE	While every effort will be made to have repair or maintenance work carried out within a reasonable period of time, some delay may occur because of the nature of the problem (i.e. whether it is minor, general or urgent), the availability of licensed contractors, the contractor's current workload and the location of the dwelling concerned.	
Date:		

OFFICE USE ONLY:

LANDLORD: _____

MAINTENANCE CEILING: \$ _____

- Entered into REST
- Allocated to Property Manager: _____
- Landlord contacted (if required) _____
- Details entered in REST
- Invoice received & repair completed in REST

CONTRACTOR/S REQUIRED: _____

CONTRACTOR: faxed/phoned/emailed Date: _____

PLEASE NOTE: We will only disclose the above mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act, 1988.