

MAINTENANCE REQUEST FORM**TENANT DETAILS**

Full Name:	
Phone Number:	
Email:	

PROPERTY DETAILS

Address:	
Postcode:	

MAINTENANCE DETAILS

Repairs Required: <i>(Please provide a brief description.)</i>	
Tradesperson Access:	Call to arrange access / Use the agency's keys

NOTE:

1. Grandstand Real Estate will contact you prior to property access for repairs. Please kindly note that if you arrange an appointment with a tradesman and fail to attend or keep that time you may be charged a call out fee. Should you require a tradesman to attend after hours, you are liable for the additional after hours call out fee.
2. Please note that if the repair is caused by your action, whether intentional or accidental, you will be liable for the cost of repairs.

PRIVACY STATEMENT

By signing this Maintenance Request Form, I am aware that Grandstand Real Estate will use and disclose my personal information to other parties as permitted by the Privacy Act 1988 for maintenance purposes. I declare that the information provided on this form is true and correct to the best of my knowledge.

Signature:	
Date:	