Tenant's Maintenance Request Form

Name: _____ Date: _____

Address: _____

Contact: (H)_____ (W) _____ (M) _____

Email: _____

Maintenance Policy:

Should the tradesman be unable to contact you to arrange an appointment within 3 days you will be notified of a time and keys will be available for the tradesman to pick up.

Access for Tradesperson: ☐ Use the Agency's Key ☐ Call to arrange access ☐

Maintenance/Repairs required:

Please provide as much detail as possible.

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This form may be either:

- Lodged in person or mailed to
  Sovereign Properties
  907 Princes Highway, Springvale VIC 3171

- ☐ Emailed to rentals@sovereignproperties.com.au