

Maintenance Request Form

Address of Property: _____

Tenant Name(s): _____

Mobile: _____

Email: _____

Phone (w): _____

Phone (h): _____

Please detail the maintenance item/s...

Date of Incident	Item(s) requires repair	Details of fault

Note: If the repairs needed are for appliance, please advise where it is gas or electric and provide the Make and Model number. This will speed up the process for organising the relevant tradesperson to repair.

I acknowledge that my contact information may be provided to either the contractors engaged by Home Run Realty or the owner of the property to facilitate contact to carry out the repairs. I understand that I personally provide access to the property at a time negotiated between myself and the contractor. I freely acknowledge that if I make such arrangement and then fail to provide access to the property, I will be personally liable for any charges made by Home Run Realty's contractors for travelling to and from the property.

If you are unable to provide access personally to Home Run Realty's tradesperson and would like to collect the spare set of keys from Home Run Realty for access, please advise the tradespeople so they may arrange keys collection from your property manager.

Please note that if the issue/fault is the result of tenant misuse or an operational error, you as the tenant may be responsible for the costs incurred by the tradesperson.

Tenant Name

Tenant Signature

Date