

Maintenance Request

Property Address _____

Tenant/s Name _____

Mobile Number _____

Date of Request _____

Details of Maintenance _____

Possible Cause _____

How would you prefer trades people to access the property?

Please note: Call out fees applied for missed/cancelled appointment by the tenant will be charged to the tenant directly.

Collect Melcorp key

Arrange appointment with tenant

Important information to tenants

The Residential Tenancies Act requires the Landlord to attend and pay for any general maintenance within the property. Once your request is lodged, Melcorp will instruct the relevant trades people to assess the repairs required.

Please note, the tenant will be charged for the repairs only if:

- The tradesman determines that the tenant has damaged the item.
- The tradesman determines that the tenant has failed to take reasonable care of the item, causing the item to break, deteriorate or become faulty.
- No fault is confirmed by the tradesman upon inspection.

For this reason we ask that the tenant take reasonable steps to resolve the problem before submitting the request. By submitting your request the tenant also consents to their personal information being forwarded to trades people, the Landlord and/or the Landlords agents for the purpose of repairs.

Signed by tenant _____

Received by _____