

TENANT'S MAINTENANCE REQUEST

Item

Item Schedule

1. PROPERTY

Address: _____

2. TENANT'S DETAILS

Name/s: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

3. AGENT'S DETAILS

Name: Purling Pty Ltd T/as Costello Rural

Address: 64 Hanson Street

Corryong VIC 3707

Email: reception@costellorural.com.au

Property Manager: _____

Phone: (02) 6076 2054

Fax: (02) 6076 1673

Mobile: _____

4. MAINTENANCE ISSUES *Full details to be provided*

5. TENANT'S CONSENT *(tick if consent is being given)*

Where access to the Property is required by contractors for the purposes of carrying out repairs or maintenance or providing quotes thereto, the Tenant/s consent to:

- (1) disclosure of the Tenant/s details in Item (2) to arrange such access, provided any party to whom such details are given will be bound by the *Privacy Act 1988* and the Agent's Privacy Policy.
- (2) the Agent providing keys to such contractors to gain access to the Property if the Tenant/s is unable to be in attendance at the Property when access is required.

[Note: The Tenant/s must first receive an Entry Notice in accordance with Sections 85 & 88 *Residential Tenancies Act 1997*]

6. SIGNATURE

Tenant's Signature: _____

Date: / /