

Maintenance Request Form



To Lodge Maintenance Request Form:

1. Lodge in person or post to TLC Property Management
2. Fax to 3162 8056
3. Email scanned form to tlcpm@optusnet.com.au
4. Leave on kitchen bench on inspection date as per Entry Notice issued.

Date: _____

Property Address: _____

Tenant(s) Name: _____

Contact Details: h) _____ m) _____ w) _____

Email: _____

Details of Repair/Maintenance: _____

Tenant(s) Instructions for Tradesperson to Enter:

- If dog(s) are kept on the premises, tenant(s) agree to restrain or remove for access.
- Approval to enter via Agency key, with Tradesperson to advise Tenant of the day of entry
- Tenant(s) to be present. Tradesperson is to call Tenant to arrange time.

** Please be aware that if the Tenant arranges a time with the Contractor but is not home as arranged, the Tenant may be responsible for the call out fee charged. Please ensure a nominated person is home to allow access.*

Tenant's Signature: _____

Agency Use

Date Received: _____ Time Received: _____ am/pm

Approval Status: _____