



## MAINTENANCE REQUEST FORM

For any repairs or maintenance, please do not hesitate to contact your Property Manager at First National Cleveland Rentals or file your enquiry through the following maintenance request form. Please complete in full with a detailed description of the repairs required. This would be greatly appreciated to ensure all details are provided to the Landlord for approval.

### TENANT DETAILS

Name: \_\_\_\_\_

Phone (Home): \_\_\_\_\_

Phone (Work): \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### RENTAL PROPERTY ADDRESS

Street Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

### MAINTENANCE DETAILS

Property Manager: \_\_\_\_\_

### REPAIR DETAILS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ACCESS FOR TRADESPERSON

Our maintenance team can enter the property with our management keys if you are not present when the service person is available to carry out the maintenance or repairs.

**No**, I would prefer to be at home when this is carried out and give permission for my contact details to be given to the tradesperson.

**Yes**, I agree to allow the tradesperson concerned to enter through the property with the office set of keys.