



Accredited Agency

Request for Routine Maintenance Form

Tenant to complete and email, fax, deliver or post this form to the agency.

Name of agency

Property manager

Agency address

Contact details Fax Mobile Office

Email

Name of tenant/s

Property address

Contact details Home Mobile Work

Email

Please provide the **complete** details of the maintenance required, and any further information deemed relevant to this matter.

I/We the tenant/s, upon signing this form, consent to the passing of my/our name and contact details onto tradespeople/contractors for the sole purpose of gaining access to the property in order to complete any required maintenance and or quotes as per the lessor instructions.

I/We **(please tick one)**

Consent

Do not consent

to tradespeople/contractors gaining entry to the property by using keys supplied by the office only after I/We have been notified of a date and entry time. Alternative arrangements via appointment during business hours can be otherwise arranged with the tradesperson direct.

I/We understand that the tradespeople/contractors and your agency are bound by the Privacy Act 1988, and acknowledge that upon request a privacy policy will be supplied.

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Signature of tenant/s Date