



5/7 Fannie Bay Pl
FANNIE BAY
NT 0820

"Local Independent Agency"
20 years' experience in the Darwin Market
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MAINTENANCE REQUEST FORM

All tenants must report any repairs or maintenance to the agent/landlord in writing via email, fax, post or directly dropping into the office.

Date: _____

Property Manager: _____

Property Address: _____

Tenant Name/s: _____

Phone(Work/Home/Mobile): _____

Repair / Maintenance job – please be specific as possible

DETAILS OF REPAIR	WHERE IS REPAIR LOCATED?	WHEN & HOW DID THIS OCCUR?
1.		
2.		
3.		

Please tick one of the following:

- Use of office keys are permitted to enter our property
- Please, contact me to organize an appointment to enter.

Tenants Confirmation

I/We give permission for Carol Need Real Estate Pty Ltd / or the nominated tradesperson to enter the above mentioned property to view and carry out our repair/maintenance jobs

Tenant signature/s:

Name: _____ Sign: _____