BENLOR

Maintenance Request Form

Date ____/____/____

Property _____

Tenant Name _____

Phone _____

Email Address _____

REPAIRS REQUIRED
Please use detail when explaining the problem to avoid any confusion. Please state whether the item is gas/ electric, heating/ cooling, make/ model, ECT. The correct information will determine which tradesperson we use.

_____
_____
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NOTE: IF ITEM IS DISCOVERED FAULTY DUE TO YOUR ERROR, YOU WILL BE RESPONSIBLE FOR THE REPAIR/MAINTENANCE BILL
(I.e. toilet blocked due to tenants flushing unsuitable items) Please allow suitable time for us to action your request. Non-urgent repairs require up to 14 days to action and urgent repairs require up to 24 hours to action (This does not mean the actual problem will be fixed in this timeframe)
I/We, hereby authorise Benlor Real Estate Werribee to give our details, such as phone number and property address out to appropriate trades people.

Signed _____ Date ____/____/_____