

Maintenance Request Form

Date: Tenant(s) Name:

Property:

Contact details: Mobile: Home:

- Tradesperson to contact tenant to arrange a mutually convenient time
- Tradesperson can use key from Raine & Horne for access to the property

Description of repairs requiring attention;

Tenants Signature:

Please note that if a tradespeople is called out to the property and;

- the problem is caused by your faulty appliance, or
- if no problem is found, or
- if you make a time with the tradesperson & you are not at home when they call, or
- the problem is caused through misuse or mistreatment of the appliance or equipment,

Then you will be charged the service call fee.

Please email to your property manager directly, or if you are unsure of their email address please send it to general@rhn.com.au or fax to 9953 5780.

Office Use Only

Date Received: <input type="text"/> / <input type="text"/> / <input type="text"/>	Invoice Received & entered: <input type="text"/> / <input type="text"/> / <input type="text"/>
Computer Input: <input type="text"/> / <input type="text"/> / <input type="text"/>	Invoice amount: <input type="text"/> \$ <input type="text"/>
Landlord Approval: <input type="text"/> / <input type="text"/> / <input type="text"/>	Advise landlord of cost: <input type="text"/> / <input type="text"/> / <input type="text"/>
If no; Landlord & Tenant letter sent: <input type="text"/> / <input type="text"/> / <input type="text"/>	Property Managers Signature: <input type="text"/>
If yes; work order sent: <input type="text"/> / <input type="text"/> / <input type="text"/>	