

Maintenance Request

Raine & Horne[®] Kingborough Rentals

ABN 62 009 509 497
4/16 Freeman Street, Kingston TAS 7050
Phone: 6229 6633 Fax: 6283 3366

Date: _____

Tenant: _____

Address: _____

Contact Phone Numbers: _____

Maintenance Required: _____

Please delete one of the following:

Tradesperson to contact to arrange access

Ok for tradesman to collect key to property from Raine and Horne office to complete works

Signed: _____

Property Management Office Use Only

Date Received

by PM: _____

Owner: _____

Date Contacted: _____

Instructions: _____

Action Taken: _____

Works Completed: _____

Agent Signature: _____