

MAINTENANCE REQUEST FORM

To: Northside Residential Joondalup
 Email: info@northsidere.com.au
 Address: 3/172 St Brigids Terrace, Scarborough WA 6019
 Postal Address: PO BOX 1451, Scarborough WA 6019

Tenants Name: _____
 Property Address: _____
 Best Contact Number: _____
 Maintenance Request (Please be specific with description):

Is this problem an emergency? **YES/NO**
If yes please contact the office immediately

Has a similar problem occurred before? **YES/NO** If yes, please provide details:

Have you made any attempt to rectify **YES/NO** If yes, please provide details:

If this is a stove, oven or hot water system, is it **ELECTRIC/GAS**

Please specify brand:

*PLEASE NOTE: If a maintenance contractor is called and the problem is found to be a usage problem or one of your appliances is faulty, YOU WILL BE RESPONSIBLE FOR THE SERVICE CHARGE.

If a maintenance contractor is unable to contact you, it is mutually agreed between all parties that they may gain access by using the management keys.

If a first arrangement regarding access for any trades people are not kept by you, the service charge for calling the tradesperson will be automatically passed on to you for payment.

We do our best to rectify your requests as quickly as possible however we have only limited authority from our Landlords and may need to refer your request to them for approval. Therefore we are unable to guarantee against delays on items other than emergency repairs.

*I/we have read and understood the conditions of this maintenance request form.

Tenant Signature _____ Date / /
 Tenant Signature _____ Date / /