



Real People with Real Integrity

REDLANDS REALTY P/L

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TENANT MAINTENANCE REQUEST FORM

Property Address - _____

Tenants Details

1. Name: _____ Contact Number: _____

2. Name: _____ Contact Number: _____

Please describe the problem/s as thoroughly as possible so we can get the problem/s fixed as best as we can. If your problem/s is/are of an EMERGENCY nature, PLEASE CALL OUR OFFICE FIRST and then confirm in writing. Thank you.

Maintenance Problem 1

Maintenance Problem 2

Maintenance Problem 3

It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs/complaints to be attended to, please complete this form and fax, post or deliver to our office. Either a representative of our office or a tradesman will then be in contact with you.

We are an independently owned and operated business. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approves and authorised by Redlands Realty) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting our Privacy Officer.

Tenant/s Signature - 1. _____ 2. _____ Date - ___/___/___