

# TENANT'S MAINTENANCE REQUEST

## Item

## Item Schedule

### 1. PROPERTY

Address: .....

### 2. TENANT'S DETAILS

Name/s: .....

Phone: ..... Fax: ..... Mobile: .....

Email: .....

### 3. AGENT'S DETAILS

Name: **OzInvest Realty Pty Ltd** .....

Address: **Level 1, Suite 505, 4 Main Street** ..... Phone: **( 03 ) 8366 1420**

**Point Cook VIC 3030** ..... Fax: **( 03 ) 8366 1449**

Email: **admin@ozinvestrealty.com.au** ..... Mobile: .....

Property Manager: .....

### 4. MAINTENANCE ISSUES *Full details to be provided*

### 5. TENANT'S CONSENT *(tick if consent is being given)*

Where access to the Property is required by contractors for the purposes of carrying out repairs or maintenance or providing quotes thereto, the Tenant/s consent to:

(1) disclosure of the Tenant/s details in Item (2) to arrange such access, provided any party to whom such details are given will be bound by the *Privacy Act 1988* and the Agent's Privacy Policy.

(2) the Agent providing keys to such contractors to gain access to the Property if the Tenant/s is unable to be in attendance at the Property when access is required.

[Note: The Tenant/s must first receive an Entry Notice in accordance with Sections 85 & 88 *Residential Tenancies Act 1997*]

### 6. SIGNATURE

Tenant's Signature: ..... Date: .. / .. / ..