



**hoamz**  
to rent

# Tenant Maintenance Request Form

*If the maintenance is an emergency, please phone the office on 03 218 6540 / 03 418 0306 and follow the prompts.*

## PROPERTY DETAILS

Property address:

Tennant names:

Cell phone:

Home phone:

Work phone:

## DETAILS OF REQUEST - Please be as specific as possible. if you are not specific enough, we will not be able to attend to your request.

Do any of the following need attention? (please tick)

**STOVE/HOB** gas  electric

**OVEN** gas  electric

**HOT WATER** gas  electric

## ACCESS TO THE PROPERTY - Please note tenants do not have to be present at the property for the tradesperson to enter.

Use property manager's key at convenience of tradesperson

YES / NO

Phone between \_\_\_\_\_ and \_\_\_\_\_ am/pm to make an appointment (must be between 8.30am and 5pm)

YES / NO

### TENANTS CONFIRMATION:

I/we hereby authorise hoamz to rent and/or the tradesperson to enter the property as above in order to view and/or carry out the repairs above

YES / NO

I/we understand that I/we are liable for the cost of the repair if I/we intentionally or carelessly caused the maintenance issue

YES / NO

Signature of Applicant:

Date:

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