



Best email address – [property@inchhousing.org.au](mailto:property@inchhousing.org.au)

## TENANT'S Repairs and Maintenance Request Form

<b>Property</b>	Address: _____
<b>Tenant's Details</b>	Name/s: _____ Phone: _____ Mobile: _____ Email: _____  Best Method of Contact <input type="checkbox"/> Phone <input type="checkbox"/> Mobile call <input type="checkbox"/> Mobile text <input type="checkbox"/> Letter
<b>Repair or Maintenance Issues</b>  Nature of Request (Tick appropriate box)	<input type="checkbox"/> Plumber <input type="checkbox"/> Electrician <input type="checkbox"/> Handyman <input type="checkbox"/> Smoke Alarms <input type="checkbox"/> Glass <input type="checkbox"/> Locks/Keys _____ _____ _____ _____ _____ _____
<b>What has already been done to fix the Repair or Maint?</b>	_____
<b>What is the best time to visit the property</b>	_____
<b>Notice to Enter</b> (Tick if consent given)	Where access to the Property is required by contractors for the purposes of carrying out repairs or maintenance or providing quotes for repairs and maintenance, the Tenants consent to:- <input type="checkbox"/> (1) disclosure of Tenant/s details in Item 2 to arrange such access, provided any party to whom such details are given will be bound by <i>the Privacy Act 2009</i> and the Agent's Privacy Policy <input type="checkbox"/> (2) I hereby give permission for the relevant contractors to access the property to attend to the repairs – No Entry Notice is requires to be issued by INCH. <input type="checkbox"/> (3) The Agent will provide keys to such contractors to gain access to the property. Contractors are able to use the allocated keys to gain access to attend to the repairs/maintenance, even if the tenant/s is not home.
<b>Insert Print Signature</b>	Date: _____