

HEYWOOD & CO

REAL ESTATE

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: BW Property Enterprises P/L T/as Heywood and Co Real Estate	
Address: 2/44-46 Albert Street Phone: (03) 5622 2580	
Warragul VIC 3820 Fax: (03) 5622 2258	
Email: selena@heywoodandco.com.au Mobile: 0438 230 888	
Property Manager:	
4. MAINTENANCE ISSUES <i>Full details to be provided</i>	
<div style="border: 1px solid black; height: 250px; width: 100%;"></div>	
5. TENANT'S CONSENT <i>(tick if consent is being given)</i>	
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:	
<input type="checkbox"/> (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 <i>Privacy Act 1988</i> and the Agent's Privacy Policy.	
<input type="checkbox"/> (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 <i>Residential Tenancies Act 1997</i>]	
6. SIGNATURE	
Tenant's Signature: Date:	