

Harcourts Property Management

Tenant Request for Maintenance & Repairs



Harcourts Sergeant
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Website: www.harcourtssergeant.com.au

It is a policy of Harcourts Sergeant that all repairs or maintenance requests must be in writing and handed in, emailed or faxed to our office as soon as possible.. **Please note that we only accept emergency repairs by phone.**

Date:

Property Address:

Name of Person Reporting the Repair/Maintenance Issue:

Best Contact Person:

Home Phone Work Phone: Mobile Phone:

Email Address:

LOCATION OF PROBLEM:

NATURE OF PROBLEM:

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Tenant Signature: Date:

IN THE EVENT OF AN EMERGENCY PLEASE PHONE 000 FIRST AND THEN CONTACT YOUR PROPERTY MANAGER

In the event that URGENT or LIFE THREATENING (i.e.: wiring burning, hot water cylinder bursting) repairs are needed on the property:

- Electrical:** Switch off power at mains.
- Water Leaks:** Turn off water at mains.