



MAINTENANCE REQUEST FORM

1. Lodge the request in person or e-mail us at rentals@lovelyhomes.com.au
2. Submit request online at www.lovelyhomes.com.au
3. Complete application must be filled, If not we may not accept the request.
4. Attach as many photos as you can
5. Please provide as much as information you can

Property Details:

Tenant 1: First Name Middle Name Last Name

Tenant 1: Email

Tenant 1: Mobile Number Work Number Prefer Time

Tenant 2: First Name Middle Name Last Name

Tenant 2: Email

Tenant 2: Mobile Number Work Number Prefer Time

TYPE OF REPAIR OR MAINTENANCE URGENT NOT URGENT

DESCRIPTION AND DETAILS OF MAINTENANCE WORK REQUIRED:

**Please try to provide as much as information you can

**Please email photos at rentals@lovelyhomes.com.au

Tenants instruction for agent/tradesman to enter the property to take action or provide quote:

- Dogs must be restrain or remove for access
- Approval to enter the property with agency key (will be advised tenant of the day of entry)
- **Please be aware, If the tenant arranges a time with contractors but not in home. In this case tenants may be full responsible for the call out fees charged.
- I/ We hearby acknowledge, If we/contractor found that the reported repairs were NOT caused by the NORMAL wear and tear and were result of actions from an occupants in the property/premises. In this case landlord / agent reserve the right to invoice the tenants for any repairs caused due to negligence or beyond NORMAL wear and tear. Any unpaid invoices will be treated as unpaid rents.

Tenant 1
Full Name:

Tenant 2
Full Name:

Signature:

Signature: