

## Maintenance Request Form

Please complete the form below and email to [maintenance@littlecitygroup.com.au](mailto:maintenance@littlecitygroup.com.au)

**ALL REQUESTS FOR MAINTENANCE MUST BE IN WRITING - EXCEPT IN THE CASE OF EMERGENCY**

Emergency – a maintenance issue is deemed as an emergency repair if the property has been damaged and if not repaired further damage may occur (ie. burst water pipe). If the maintenance issue is an emergency please contact your property manager or if after hours the emergency contractors listed on our website. In the case of an emergency and if neither of the above parties are contactable please contact a suitable contractor.

PROPERTY ADDRESS: \_\_\_\_\_

TENANT/S NAME: \_\_\_\_\_

**CONTACT INFORMATION:**

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**DESCRIPTION OF MAINTENANCE REQUIRED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The tenant acknowledges that should a repairer find no fault or that the repair has arisen from an action by the tenant, the cost of the repair will be the responsibility of the tenant.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NB: Please be advised that under the terms of the Residential Tenancy Act, apart from essential services, the landlord is required to maintain the premises as nearly as possible, apart from wear and tear, in the condition it was on the day the agreement was entered into. Therefore some requests may be granted at the discretion of the landlord.