

## Tenant maintenance request form

## **Tenant instructions**

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and forward to our office.

- 49 Bulcock Street, Caloundra (PO BOX 238, Caloundra Qld 4551)
- Phone: (07) 5491 2000 Fax: (07) 5491 5166
- Email: sales@henzells.com.au

In the event of an emergency repair please contact our office immediately!

Once we have received the request either our office or a tradesperson will contact you.

Property Details					
Address:					
Tenant Details					
Name:					
Phone:			Fax:		
Mobile:			Email:		
Please tick one option below					
I hereby authorise your office to provide my contact details to a tradesperson to enable them to contact me direct to arrange access.					
		vauthorise your office to arrange the relevant tradesperson to enter the property with your office set of order to carry out the repair or quote.			
Maintenance Issues					
Signed	d:		Date:		