MY HOME PROPERTY

MAINTENANCE REQUEST FORM

Property Address:

Contact Name:

Mobile: Email:

I authorise keys to be collected by Tradesperson from My Home Property

☐ Yes ☐ No (please tick one)

Please provide **detailed information** of your maintenance request, should your request be for an appliance in the property please provide details on the Make and Model of the appliance.

Please provide photos of the maintenance issue you have if it is difficult to explain.
All maintenance requests are actioned within 24 hours of being received by our office once approval has been obtained from the owner.

My Home Property tradespeople will be in contact with you to arrange a time to access the property. In cases where tenants are unable to provide access to tradespeople entry notices will be issued by our office advising of entry time for the maintenance to be completed.

Return this form to reception@myhomeproperty.com.au or 242 Hawthorne Road, Hawthorne Q 4171