

TENANCY REPAIR REQUEST FORM

Philip Webb Pty Ltd Rental Division

Address: 483 Whitehorse Road, Mitcham, 3132

Phone: 9874 3355 Fax: 9874 5272

Web: www.philipwebb.com.au

Property Manager

ID#

Please Tick

Details of the property you wish to have repaired

Address

Suburb

Post Code

Personal Details

Title First Name/s

Last Name

Home Ph

Mobile Ph

Email

Tenant to Sign

I hereby authorise Philip Webb Pty Ltd, its employees and contractors to use the keys to the above property held by Philip Webb Pty Ltd to gain access to, investigate and if applicable, carry out the repairs at the above property.

I do not authorise Philip Webb Pty Ltd, its employees or contractors to use the keys to the above property held by Philip Webb Pty Ltd and undertake to personally provide access to the property at a time to be advised by Philip Webb's contractors.

I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by Philip Webb's contractors for traveling to and from the property.

Signature

Date

List of Items that Require Repair/Maintenance

1. _____

2. _____

3. _____

Property Manager to Complete

Date Received..... Owner Contacted Instruction.....