



2/4 University Drive,
 Robina Qld 4226
 Australia
 Ph: +61 755 93 2144
 Fax: +61 755 93 2244
 Email: info@varsityshores.com.au
admin@varsityshores.com.au
 Website: www.varsityshores.com.au
www.segenta.com.au/varsityshores

Maintenance / Tenant Request Form

Name of Tenant/s:.....

Villa Number:.....

Phone – Mobile:..... Phone – Home/Work:.....

Email:.....

In order for maintenance or a repair to be attended to, please complete the request form and deliver to Management office as soon as possible. Either the Property Manager or Tradesperson will contact you if required. Please provide information below of maintenance required or request in accordance with the Standard Terms of the General Tenancy Agreement (Form 18a / Form R18). Please provide as much detail as possible.

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Please indicate instructions below regarding gaining entry to the Property.

- Third Party can gain entry with Agency keys
- Third Party to phone to arrange an agreed time
- Other Instructions (if any)

Please note that Third party means a Contractor/Tradesperson or other Third Party required to carry out works. Your name and contact details will be provided to the Third Party in order to carry out the required works. The Third Party will endeavour to do all they can to arrange an agreed time however this is not guaranteed. After hours and weekend services most likely cannot be arranged. Most services will be during business hours Monday to Friday.

Signature of Tenant/s:.....

Date:.....

Procedure to be completed by Property Manager	Yes	No	Date	Name of PM
Maintenance actioned – Lessor notified and instructions requested				
Tenant advised of action taken				
Lessor followed up if necessary regarding request				
Tenant advised of action taken after Lessor follow up				
Work order issued (or other action taken)				
Emergency Maintenance – was the reference number given to tenant?				Ref #: