



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.seagents.com.au/varsityshores

Maintenance / Repair Advice Form

Date:

Tenant:

Villa Number:.....

Phone - Mobile: Email:.....

In order for maintenance or a repair to be attended to, please complete the request form deliver to Management office as soon as possible. Either the Property Manager or Tradesperson will contact you if required.

Maintenance / Repair Required

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Tenant Confirmation

For maintenance / repairs to be attended to, a Maintenance / Repair Form MUST be completed. We ONLY take emergency repairs over the phone but you will still need to fill in a Maintenance / Repair form as well. Remember all maintenance / repairs must be authorised by the owner unless it is an emergency.

By submitting this Maintenance / Repair Form, your details will be forwarded to the Tradesman so they can contact you and complete the necessary work. Management keys will be provided to them for access to the property and your privacy will be respected at all times.

THIS IS THE STANDARD PROCEDURE UNLESS YOU ADVISE US OTHERWISE

I/We hereby authorise Management and or the Tradesperson(s) to enter the property with the keys in order to carry out or view the maintenance / repair work required.

Signed by Tenant(s)

Date

Office Use only

Entered into Console and actioned:

Date.....

Warranty work: Faxed.....

Date