Non Urgent
Tenant Maintenance Request

Once complete, you have the option of either:

1) **Faxing your maintenance form to 9669 5995 OR**
2) **Emailing your maintenance form to reception@oliverhume.com.au**
3) **Mailing this form to Level 2, 4 Riverside Quay, Southbank 3006**

For **URGENT** maintenance call during Business Hours 03 9669 5999 or After Hours 0421 353 368

Date of Maintenance Request:	*
Address of Rental Property:	*
Tenant Name:	*
Tenant Contact Details:	*
Tenant preference for suitable access date & time (during business hours) for tradesperson or landlord to attend: N.B Tradesperson or landlord will call tenant to arrange and confirm a mutually convenient date & time to carry out required repairs. Please note, your preferred access date & time is only a guide and we can not guarantee that repairs will be carried out on this preferred date/time.	*

List Maintenance Item/s requested. Please be specific in your description stating where applicable, appliance brand names, model no's and any other product details that will enable our agency to speedily process your maintenance request.

Your Privacy

I, _____, acknowledge having been provided with a copy of Oliver Hume's Privacy Statement (signed as part of original Tenancy Application Form). I give my permission for my contact details to be passed to Trades people, service providers and/or the landlord for the purposes of facilitating this repair/maintenance.

Signed: _____