

Tel: 02 8283 1518  
Fax: 02 9758 3030

Email: rentals @estategalaxy.com.au  
156 Haldon Street Lakemba NSW 2195

## MAINTENANCE REQUEST FORM

### APPLICATION INFORMATION

#### PROPERTY DETAILS

Address of Property:

Postcode:

#### TENANCY DETAILS

Title: (Please tick)     Mr                   Ms                   Miss                   Mrs                   Other

Given Names:

Surname:

Phone: Home

Mobile:

Phone: Work

Fax:

Email address:

#### REQUEST DATE

Time:

Date:

Property access by (please circle):                   Tenant                   Landlord                   Agent

#### MAINTENANCE DETAILS

Please clearly specify your maintenance problem:

#### PERMISSION TO ACCESS PROPERTY

I/We the tenant/s, upon submitting this form, consent to the passing of my/our name and contact details onto tradespeople/contractors for the sole purpose of gaining access to the property in order to complete any required maintenance and or quotes as per the lessor instructions. I/We (please select one):

Consent

Do Not Consent

to trades people/contractors gaining entry to the property by using keys supplies by the office only after I/We have been notified of a date and entry time. Alternative arrangements via appointments during business hours can be otherwise arranged with the tradesperson direct. I/We understand that the tradespeople/contractors and your agency are bound by the Privacy Act 1998, and acknowledge that upon request a privacy policy will be supplied.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_