

Request for Routine Maintenance Form

Tenant to complete and submit this form to the agency

AGENCY

NAME OF AGENCY:

Elk Realty & Capital Pty Ltd

PROPERTY MANAGER:

Alyce Kebblewhite

ADDRESS: elk house:

155 Varsity Parade

SUBURB: Varsity Lakes

STATE: QLD

POSTCODE: 4227

PHONE:

1300 669 363

MOBILE:

0433 708 585

FAX:

07 5604 1198

EMAIL:

alyce.k@elkproperty.com.au

TENANTS

PROPERTY ADDRESS:

SUBURB:

STATE:

POSTCODE:

NAME OF TENANT/S:

PHONE:

MOBILE:

FAX:

EMAIL:

PHONE:

MOBILE:

FAX:

EMAIL:

PHONE:

MOBILE:

FAX:

EMAIL:

PHONE:

MOBILE:

FAX:

EMAIL:

Please provide the **complete** details of the maintenance required and any further information deemed relevant to this matter.

I/we the Tenant/s, upon signing 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

☐

Consent

☐

Do not consent

← Please select one

To tradespeople/contractors gaining entry to the property by using keys supplied by the office only after I/we have been notified of a date and entry time. Alternative arrangements via appointment during business hours can be otherwise arranged with the tradesperson direct.

SIGNATURES

Tenant/s: _____ Date: _____ Tenant/s: _____ Date: _____

Tenant/s: _____ Date: _____ Tenant/s: _____ Date: _____

INITIALS

000008146292