



OFFICE USE:
Date Rec: _____
Rec. By: _____

**NON URGENT MAINTENANCE REQUEST FORM**

If uncertain of what may be considered a non-urgent repair, please feel free to visit the consumer affairs website at [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) for more information or contact our office on 9793 7119.

Date:	
Property Address:	

Maintenance requested:	
Item location	Description
<i>" Example: bathroom "</i>	<i>"Leaking tap under sink"</i>

To gain access (choose one)	a) Use agent’s key and enter at the convenience of tradesperson at their earliest convenience	<input type="checkbox"/>
	b) Phone me to make an appointment on preferred day(s) of M/T/W/T/F/S/S	<input type="checkbox"/>

**TENANT(S) S CONFIRMATION**

I / we hereby authorise the office of Platinum Real Estate and /or its contractors to enter the above stated property which I am Currently leasing & residing in, in order to carry out the above requested repairs, once approval has been arranged with the landlord.

Tenant Name/s:	
Contact Number:	

Signed.....Dated.....