

FORM 24

MAINTENANCE REQUEST FORM

Date: _____

M/R No. _____

Time: _____

Address: _____

Problem: _____

ACCESS DETAILS Property is Vacant Tenanted Tenant Name(s): _____

Phone Home: _____ Work: _____ Mobile: _____

Access to property: Take key Key with tenant

Tenant preferred time and date: _____

Tenant Authorised Entry
(RTA Form 9 Entry Notice Issued)**MAINTENANCE AUTHORISATION DETAILS**

Job given to: _____

Date: _____ Time: _____

 Authority to Repair Authority to Quote Report RequiredOwners instructions checked **Authorisation limit** \$ _____**OFFICE DETAILS**Property Owner: _____ Owner contacted Yes No

Owner Phone No: _____ Approved By: _____

Office notes to proceed with work (Owner conversation or Management Agreement Approval):

OFFICE FINALISATION DETAILSOwner advised if work exceeds \$100 Yes No Invoice No: _____ Job completed Work inspected Or Confirmed with tenant**PAYMENT** Lessor Tenant Tenant's Bond Body Corporate Insurance

~ Please invoice Metrocity Realty upon completion of work ~