

# PARKWOOD REALTY

## Request for Routine Maintenance Form – only for Parkwood Realty Tenants

Please fax (07 47 737 588), deliver to office or put in letterbox 33 at front of Parkwood

Name of Tenant on Lease \_\_\_\_\_

Property Address Unit \_\_\_\_\_, Parkwood Villas, 1 Burnda Street, KIRWAN

Contact Details Home \_\_\_\_\_ Mobile \_\_\_\_\_

Work \_\_\_\_\_ Email \_\_\_\_\_

Please provide the complete details of the maintenance advice and any further information you think may be relevant to this issue.

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**If you need more space, please write on the back of this form.**

I/We the tenant/s, upon signing this form, consent to my/our name/s and contact details being passed on to 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's/agent's instructions. I/We understand that the tradespeople/contractors and your agency are bound by the Privacy Act 1988 and acknowledge that upon request a privacy policy will be supplied. I/We acknowledge that if a booking is made with the contractor and access is not available, as arranged with the tenant/s, the tenant/s may be responsible for the call out fee.

✓ I, We **consent** to tradespeople/contractors gaining entry to the property by using the keys supplied by Parkwood office staff.

**Or (Please cross out either the above or below ✓ paragraph)**

✓ I, We prefer that the tradespeople/contractor contact me/one of the tenants to arrange a time for this maintenance. The tenant on the lease the tradespeople/contractors can contact is \_\_\_\_\_ and their telephone number is \_\_\_\_\_.

\_\_\_\_\_  
Signature of Tenant/s on lease

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Names of Tenant/s