



SIGNATURE  
PROPERTIES  
MUDGEE

MAINTENANCE REQUEST FORM FOR SIGNATURE PROPERTIES MUDGEE	
PLEASE FULLY COMPLETE THE FORM AND EMAIL TO: repairs@spmudgee.com.au	
IF THE REPAIR IS URGENT AND DURING OFFICE HOURS OF 9.00AM -5.00PM, PLEASE CONTACT OUR OFFICE ON 0429 328 086. OTHERWISE IF AFTER HOURS PLEASE REFER TO THE RESIDENTIAL TENANCY AGREEMENT FOR EMERGENCY CONTACT DETAILS.	
<b>PROPERTY ADDRESS:</b>	
<b>TENANT DETAILS:</b>	
FIRST NAME:	SURNAME:
PHONE: (H)	PHONE: (w)
MOBILE:	EMAIL:
<b>REPAIRS REQUESTED</b>	
IS THIS URGENT OR NON URGENT? (Please refer to Section 19 of the Residential Tenancy Agreement)	
<b>HOW LONG HAS THE REPAIR EXISTED?</b>	
<b>AUTHORITY TO ENTER</b>	
DO YOU ALLOW PERMISSION FOR OUR TRADESPERSON TO USE THE SET OF KEYS KEPT AT SIGNATURE PROPERTIES MUDGEE? (Please circle)	
YES	NO
<b>TENANT SIGNATURE</b>	<b>DATE</b>
<b>OFFICE USE</b>	
Date Maintenance logged into system:    /    /	
Landlord Name	
Date Landlord advised & approval given:    /    /	
Tradesperson required to attend	
Tradesperson contacted by Phone/email/ text:    /    /	
Entered By:	
Only the above mentioned information will be disclosed to other parties as required to perform our duties under any agreement, to attain the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act, 1988.	