



Phone 49 440 222
Fax 49 572 400
Email rentals@mackayrentals.com.au

Reference: _____

Tenants Maintenance & Request Sheet

Date: _____

Property Manager: _____

Property Address: _____

Tenants Name: _____

Day Time Phone Contact: 1. _____ 2. _____

I/We agree that Mackay Rentals can e-mail the Entry Notice to the E-mail Address given.

Email: _____

Maintenance Request: Urgent / Non-Urgent (Please Circle)

Please help us by providing as much information as possible.

E.G Stove element, which one, gas/electric? Hotwater system gas/electric?
Request picture hooks, how many, which room, which wall?

List Maintenance/Request In Detail:

Signing By Tenant: _____

IN SIGNING THIS MAINTENANCE/REQUEST FORM, THE TENANT AUTHORISES MACKAY RENTALS TO USE THE MANAGEMENT KEYS FOR ACCESS BY OUR TRADESPEOPLE UNLESS OTHERWISE ADVISED IN WRITING.