



CASTLEMAINE PROPERTY GROUP

56 Mostyn Street Castlemaine 3450. Ph: 54724700 Fax: 54706377

MAINTENANCE FORM

Date: ___/___/___

YOUR DETAILS

Name (s)

Rental property

Contact details

Mobile	Home
Business	Email

What is the best way for the tradesman to contact you? Email Phone Sms

Maintenance issue: **Specific details are important when filling in this form.**

Model Number:	Gas	Electric

Tenant Acknowledgement

- All information provided on this form is true and correct to the best of my knowledge;
- My contact information may be provided to either the contractors engaged by Castlemaine Property Group or the owner of property to facilitate contact in order to carry out the repairs;
- Any maintenance reported has been caused by general wear and tear. I am aware that any maintenance caused by deliberate misuse of the property is solely my responsibility and I must rectify these immediately.
- All non-urgent maintenance issues must be approved by the landlord.
- Completion of this form does not guarantee the maintenance will be carried out.
- The Property Manager will submit all maintenance matters to the Landlord within 24hrs of the form being submitted.
- I understand if the problem is due to my misuse I am liable for any charges that may occur.
- The landlord is not obliged to approve any maintenance issue, unless maintenance is deemed as "Urgent" under the terms of the Residential Tenancies Act (Vic).

Name

Signature