



**MAINTENANCE ADVICE**

Date: \_\_\_/\_\_\_/\_\_\_

Property Address: \_\_\_\_\_

Tenant's Name(s): \_\_\_\_\_

Contact Numbers: w \_\_\_\_\_ m \_\_\_\_\_ h \_\_\_\_\_

Use Keys at Office: Yes / No

Phone Tenant for Access: Yes / No

**JOB DETAILS:**

**JOB IS URGENT**

YES

NO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SMOKE DETECTOR(S) WORKING**

YES

NO

**THERE ARE NO MAINTENANCE ISSUES TO REPORT**

Tenants signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Tenants signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Please sign this form and return it to email address: [msteans@finepointrealestate.com.au](mailto:msteans@finepointrealestate.com.au)

**OFFICE USE ONLY:**

Landlord's action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Creditor:

\_\_\_\_\_