



# Tenancy Repair Request Form

**ATT: PROPERTY MANAGER** Email: [aspruce@mypm.com.au](mailto:aspruce@mypm.com.au)  
Suite 4 / 67 Palmerston Crescent, South Melbourne  
**Phone** 1300 792 701 **Fax** 1300 792 703

In the event of any defects during your rental period within this property, we ask that you please complete this form as soon as possible and either email, fax or post to our office.

PLEASE NOTE, ITEMS REPORTED THAT ARE DEEMED BY AN APPROPRIATELY QUALIFIED PERSON TO BE THE RESULT OF USER ERROR MAY RESULT IN THE RELEVANT SERVICE CHARGE BEING ONCHARGED TO THE OCCUPANT

Address \_\_\_\_\_

Tenant \_\_\_\_\_

Phone Number (AH) \_\_\_\_\_ (BH) \_\_\_\_\_

Mobile \_\_\_\_\_ Email Address \_\_\_\_\_

I hereby authorise Mypm, its employees and contractors to use the keys (if any) to access the above mentioned property to gain access to investigate and if applicable, carry out repairs at the said property.

I do not authorise Mypm, its employees or contractors to use the keys to the access the above mentioned property and undertake repairs.

I freely acknowledge that if I make such an agreement and then fail to provide access to the property, I will be personally liable for any charges made by Mypm's contractors for travelling to and from the property.

<b>1. Item:</b>
Explain Problem:
Make/ Model/ Serial Number/ Gas or Electric HWS:
<b>2. Item:</b>
Explain Problem:
Make/ Model/ Serial Number/ Gas or Electric HWS:
<b>3. Item:</b>
Explain Problem:
Make/ Model/ Serial Number/ Gas or Electric HWS:

Tenant signature \_\_\_\_\_

Date \_\_\_\_\_