Tenancy Request for Maintenance / Repair / Alteration to Premises

artation

DATE	CONTACT NAME/S
PROPERTY ADDRESS	
EVENING PHONE	MOBILE
DAYTIME PHONE	EMAIL

DETAILS OF REQUEST
BEST TIME TO CONTACT

Upon signing this form, I/We as occupants at the above address **AUTHORISE** Artation Property Group to provide My/Our contact details to third parties, including trades people and the like for the purpose of gaining access to the property in order to satisfy My/Our above request.

I/We **CONSENT / DO NOT CONSENT** to Artation Property Group supplying third parties, including trades people and the like, a set of spare keys to My/Our property.

I/We **AGREE** that if a trades person is called to the property and it is deemed an unnecessary call out, the total cost of the invoice including the call out fee of the trades person will be paid in full by Me/Us upon written request for payment from Artation Property Group.

NAME	SIGNATURE
NAME	SIGNATURE

Thank you. Please email, post, fax or hand in your request to Artation Property Group at the contact details below. A member of our Asset Management Division or one of our Trades will contact you shortly to attend to your request.

Office use only:

DATE RECEIVED BY OFFICE	STAFF MEMBER ACTIONING
DATE LANDLORD NOTIFIED	INSTRUCTION FROM LANDLORD
REQUEST ALLOCATED TO (TRADE)	DATE REQUEST COMPLETED