

Maintenance Request

To Lodge request, please:

- Fax to (02)9412 2853 or
- Email to pm@sydney-sky.com.au or
- Lodge in person or mail to
*Sydney Sky Realty,
Suite 5, Level 7, North Tower,
1-5 Railway St, Chatswood, NSW 2067*

IF EMERGENCY, OR THE PROPERTY/PERSON IN DANGER OF DAMAGE OR INJURY, PLEASE PHONE US IMMEDIATELY: (02) 9410 2327 or 0411 128 015 (SERENA LAU)

Date:

Property Address:

Tenant Name: Mobile:

Email: Work Ph:

Description of Problem:

Appliance:

Brand / Model no: serial no:

Instruction

- Allow trades people enter via agency key if nobody at home (YES / NO)
- Agreed that if the problem is caused by tenant fault or the trades people determine that it is not a normal wear and tear condition, tenant is responsible for the cost of the repair (YES / NO)

Signature: