

PROPERTY MANAGER

Kerryn Meredith

PH: 02 4381 2004

E: info.anita@oneagency.com.au

2/200 Avoca Drive, Avoca Beach



TENANTS MAINTENANCE REQUEST FORM

Tenants must use this form to advise your property manager of repairs and maintenance required at the property you are renting.

Please note: Cosmetic changes of any kind will be at the owner's discretion and may not be approved.

Full Name: _____

Email: _____

Phone: _____

Best time to Call: _____

Property Address: _____

Suburb: _____ State: _____ Postcode: _____

Access for Tradesperson

Please indicate how our preferred tradespeople are to enter the property:

I wish to be present

Tradesperson may use the agent's key for access (without attendance)

When did this problem start? _____

Request: _____

It would be appreciated if you could please attach photos if possible.