

REQUEST FOR MAINTENANCE

TO: Methven Professionals
46-52 Brice Avenue
MOOROOLBARK VIC 3138

Property manager: _____

Date: _____

We wish to report the following matters requiring attention: _____

Type and make of appliance: _____ Model No: _____

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I hereby authorize Methven Professional Real Estate, its employees and contractors to use the keys (if any) to the above property held by Methven Professional Real Estate Rentals to gain access to investigate and if applicable, carry out the repairs at the above property.

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I do not authorize Methven Professional Real Estate, its employees or contractors to use the keys to the above mentioned property held by Methven Professional Real Estate and under take to personally provide access to the property at a time to be advise by Methven Professional Real Estate contractors.

I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by Methven Professional Real Estate contractors for travelling to and from the property.

Name: _____

Address: _____

Mobile: _____ Home: _____

Signed: _____

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OFFICE USE ONLY

Owner: _____ Phone Number: _____

Action taken: _____
