



PROPERTY SPECIALISTS

Web: [www.tophatps.com.au](http://www.tophatps.com.au) Email: [info@tophatps.com.au](mailto:info@tophatps.com.au) Tel: +61(3) 8639 0423 Address: 203 Rouse Street PORT MELBOURNE VIC 3207

Top Hat Property Group Pty Ltd trading as Top Hat Property Specialists ACN: 621 633 305 ABN: 65 621 633 305 Director & Licensed Estate Agent & Officer In Effective Control: Vincent Lo

# Residential Property Maintenance Request

(Please deliver this form to the one the above addresses by email, hand or mail.)

## PROPERTY DETAILS:

Rented Property Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Renters (Tenants) contact details:

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## URGENCY:

Essential Service  Non Essential

## DETAILS OF FAULT / PROBLEM / REQUEST:

Details of Fault (e.g. Heater, Blind, Lighting, Hot Water, Water Leaks etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appliance Details (if applicable):

Brand: \_\_\_\_\_ Model Number: \_\_\_\_\_

Problems: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last time this item was known to be working: \_\_\_\_\_ (e.g. last winter, yesterday, etc)

## SERVICES REQUIRED:

Plumber / Gas  Electricity  Carpenter  Other: \_\_\_\_\_

(Please tick the appropriate box if you know what trade is required.)



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## AUTHORISATION:

(Please tick appropriate boxes)

- I hereby authorize **Top Hat Property Specialists**, its employees and contractors to use the keys held by **Top Hat Property Specialists** to gain access to the above property to investigate and, if necessary, carry out repairs at the above property.
- I **do not** authorize **Top Hat Property Specialists**, its employees and contractors to use the keys held by **Top Hat Property Specialists** to the above property to gain access at a time to be advised by **Top Hat Property Specialists** or by its contractors.
- I acknowledge that my contact information may be provided to either the contractors engaged by **Top Hat Property Specialists** or the Rental Provider (landlord) of the property in order for inspections and repairs to be arranged. I also accept that should I make any arrangements for access to the above property and fail to honour these arrangements, I will be personally liable for any charges made by **Top Hat Property Specialists's** employees and/or contractors for travelling to and from the property.

***I acknowledge that I / we as the renters (tenants) will be charged with a call out fee in case of***

- ***No one does remain at home at the appointed time for tradesman arrives, or does not arrange for immediate access; or***
- ***It is confirmed that nothing need to be fixed but only the renter (tenant) does not operate properly; or***
- ***Renters (Tenants) are also responsible for the cost and all repairs to a property due to neglect, wilful damage and misuse.***

Reported by (Full Name): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*\* Please read this document carefully and make sure that you understand it fully before you sign it.***

**Office Use Only:**

**Date received:**

**Remarks:**