

## Maintenance Request

Property Address	
Requestor Details	Date First Name Last Name Phone Number Email
Maintenance Issue	<p>Is this a urgent repair (read definitions on TMC website)? <input type="checkbox"/></p> <p>* If urgent please contact Tracee 0401 804 261 immediatley</p> <p>Have you viewed the repair checklist (available on TMC website)? <input type="checkbox"/></p> <p>What is the requested maintenance?</p>          <p>Have you attached images of the maintenance issue? <input type="checkbox"/></p> <p>If maintenance is approved, we will arrange a insured, experienced contractor to call you. Please ensure you answer or return the missed call. They will book a time to repair the issue with you directly and will update us on their progress. Please be aware that if you miss the time of the booking and they charge a call out fee, you will be responsible for payment of missed booking.</p> <p>Please send this document and relevant images to <a href="mailto:Tracee@TMCrealestate.com.au">Tracee@TMCrealestate.com.au</a></p>