Mid North Coast Property Laurieton
P.O. Box 94, Laurieton NSW 2443
Ph: 6559 9137 Fax: 6559 7052
ABN: 99 002 021 026
Email: leeanne@mncproperty.com.au

Mid North Coast Property Lake Cathie
6/1613 Ocean Drive, Lake Cathie
Ph: 6585 4600 Fax: 6585 4694
ABN: 99 002 021 026
Email: jackie@mncproperty.com.au

REQUEST FOR MAINTENANCE

(Request for Maintenance can be email to Laurieton or Lake Cathie at above email addresses)

Date:	Property Address:

Maintenance Required (Please provide full details of maintenance)

If Hot Water System problem – is the system: Electric / Gas / Solar

Tenant Contact Details

Name of Tenant	
Mobile phone number	
Home phone number	
Work phone number	

Access to Property for maintenance

I/We the tenant/s **give / do not give** (please delete one) the authority for the Tradesperson to use the Agents copy of the key to the property to gain access to complete the maintenance work

Tenant Signature: _____ Date: _____

(Office Use Only)

Date received:	Date Owner notified:
Date Job Sheet issued:	Tradesperson attending:
Agents Notes:	