



Lessor Maintenance Instruction Form

Member Office

Agency Name *ELDERS REAL ESTATE MUDGEERABA*

Phone *07 5530 2222* Fax *07 5530 2121* Email *rentals@eldersmudgeeraba.com.au*

Lessor/s Name

Property Address

Please find enclosed a maintenance request form that has been submitted to our office by your tenant in relation to your investment property.

Date of the request for maintenance form enclosed

Please advise your instructions in regards to this maintenance request within 7 days by returning this form either by post, fax or email. If you wish to discuss this matter or any other matter with your property manager, please contact our office. Thank you.

Please indicate your instructions to our agency by ticking the option preferred.

Please proceed with maintenance required as per enclosed request form

Please obtain 1 or 2 quotes for maintenance as per enclosed request form

Please do not proceed with any advised maintenance as per enclosed request form

Other

Signature of lessor/s

Date