

# EN VOGUE

## Maintenance Request

|         |       |        |
|---------|-------|--------|
| Name    | Date  |        |
| Address |       |        |
| Mobile: | Work: | Email: |

**Maintenance Required:** Provide as much detail as possible including brand names photos etc

*Please note this request will be forwarded to the Lessor for instructions and approval.  
Timing is subject to the repairers availability (generally 9 – 5 Mon to Fri)*

**Access For Repairs (Tick below)** - I/we acknowledge En Vogue will pass my contact details onto the repairer.

|                          |                     |                          |                                    |
|--------------------------|---------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | Use the Office Keys | <input type="checkbox"/> | Repairer to call to arrange access |
|--------------------------|---------------------|--------------------------|------------------------------------|

I/we confirm that if I/we have requested that the repairer book a time for access, that if access is not available at the time as arranged when the repairer attends, that I/we will be liable for the call out costs.

I/we confirm that if I/we house a pet at the property that it will be restrained or removed prior to any repairer attending the property. I/we confirm if I/we fail to do this and the repairer can not access the property the cost of the call out will be paid by me/us.

I/we acknowledge repairers attend during standard business hours. If I/we wish for a repairer to attend outside of these hours, the after hours callout will be at my/our cost.

I/we acknowledge if there is no maintenance issue found or the maintenance is assessed to be caused by tenant fault or incorrect use, the invoiced cost will be the responsibility of me/us to pay. And I/we agree to pay such costs immediately upon receipt of the invoice.

### Signature - of tenant/s

|         |       |
|---------|-------|
| Signed: | Date: |
| Signed: | Date: |

**Lodge form by:**

**Email:** to [admin@envogue.com.au](mailto:admin@envogue.com.au) the form is deemed received once formal receipt has been acknowledged via email.