TENANT REQUEST – SOLUTIONS PROPERTY MANAGEMENT

PROPERTY ADDRESS	
TENANT/S NAME	
REQUEST to OWNER This form is to make a special request to the Owner of the property you are renting. It may take up to 14 working days to obtain an answer. If approved, we will sign on behalf of the Owner and send you a copy.	PLEASE FILL OUT IN DETAIL YOUR REQUEST: …… …… …… …… …… …… Is there a cost involved? If yes please indicate who you think should be responsible for this cost (insert amount if applicable): ☐ TENANT : $..... ☐ OWNER : $.....
TERMS & CONDITIONS	Please note that any damages or maintenance issues that may arise from any extra installations approved by owners for the tenants will be billed to the tenant directly if needed to be fixed after installation. Please make sure that all contractors leave the property in the state that they found it.
TENANT/S SIGNATURE Agree to comply with Special Conditions listed on this form	……..Date_____/____/_____ ……..Date_____/____/_____
LODGEMENT	THIS FORM MAY BE EITHER 1. Lodged in person at Solutions Property Management during business hours 2. Mailed to PO Box 1157, Burpengary DC, QLD 4505 3. Faxed to 3888 0097
AGENCY USE	Any other Conditions: …… …… ……
	SIGNATURE - Solutions Property Management on behalf of Owner Date_____/____/_____
	Date Received ____/____/____ Time _____am/pm Initial _____ ❒ Owner contacted - ____/____/____ emailed / phoned / posted ❒ Waiting approval from Owner ❒ APPROVED / DECLINED - Owner instructions inserted / attached ❒ Copy sent to tenant ❒ Copy sent to Owner ❒ FILE in tenant file, attached to Lease