

# MAINTENANCE REQUEST



PROPERTY ADDRESS

DATE

## TYPE OF REPAIR OR MAINTENANCE

- I/We have referred to the **Trouble Shooting Guide** in the Tenant Pack and have tried to resolve issue if safe and practical to do so.
- URGENT** – Emergency! If the Property or Person is in danger of damage or injury, call 000.  
**PLEASE PHONE OUR AGENCY IMMEDIATELY – (07) 4721 2391**
- NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Landlord for instructions regarding the item/s and will advise the Tenant of the outcome ASAP.

## BUSINESS HOURS ACCESS

- Access with a Key:** We give permission for a Form 9 – Entry Notice to be issued with the trades person to access the property using an office key.
- Trades Person to Contact Me:** Please ask the trades person to contact me for access during business hours. Please ensure that you advise if your contact details have changed.

## MAINTENANCE DETAILS

Please describe the maintenance issue clearly, including any make and model numbers and details (for example, gas or electric). Note down what the symptoms are, which room/s it relates to etc. We need to have all the details before we can arrange any repairs.

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Hot Water System	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	Make/Model _____
Cooktop / Stove	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	Make/Model _____
Oven / Grill	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	Make/Model _____
Air-conditioner	Room: _____		Make/Model _____

**PLEASE NOTE:** If a repair or replacement is a result of tampering, mistreating or neglect on the tenants' behalf than the tenant will be liable to cover all costs involved in repair or replacement. If you have not heard from a tradesperson in relation to repairs within a reasonable timeframe after logging the request, please contact our office.

REPORTED BY / TENANT

MOBILE