

**MAINTENANCE REQUEST FORM: Date: ...../...../.....**

**Name:** \_\_\_\_\_

**Rental Property Address:** \_\_\_\_\_

**Contact Phone Numbers:** \_\_\_\_\_

**Status of Work:**                      Emergency (1)                       Important (2)                       General (3)

**Maintenance Required:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Circle yes to both statements, as if circle no for both your request can not be processed.

Yes/No I acknowledge that the landlord may chose not to carry out non emergency maintenance. The agent's job is simply to make the Landlord aware of my requirements and arrange completion of the work if it is approved.

Yes/No I acknowledge that the tradesperson will try and contact me to arrange an appropriate time however if they can not get hold of me or I am not at the property when arranged the tradesperson will be provided with the office copy of keys to conduct the quote or complete the work. If you arrange to be at the property & are not there you will be charged a call out fee.

I acknowledge that if there is no issue or it is found that as the tenant or those associated with the tenant has caused the fault or contributed to the maintenance issue, then the tenant will be charged for the repairs. Any unpaid invoices/debts not paid in 14 days will be lodged with TICA and Tas Collections and there may be additional charges.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

<i>Office Use Only:</i>	
Advise by	<input type="checkbox"/> Tenant <input type="checkbox"/> Tradesman <input type="checkbox"/> Landlord <input type="checkbox"/> Staff <input type="checkbox"/> Other
Entered Request on Console	...../...../.....
Landlord Contacted	...../...../..... <input type="checkbox"/> quote required <input type="checkbox"/> work approved <input type="checkbox"/> denied
Pay from Rent or Owner Pay Direct	
Response entered on Console	...../...../.....
Tenant Contacted and advised:	...../...../.....
Quote requested	...../...../.....   Quote <input type="checkbox"/> accepted <input type="checkbox"/> denied
Maintenance Work order sent	...../...../.....   Work estimated to by completed by ____/____/____ <i>Work to be Checked Yes / No</i>
Invoice received	yes                      no
Marked as completed on Maintenance Log	yes                      no
<b>Notes</b>	_____
	_____
	_____