

TENANT REQUEST

Maintenance / Repair Form

It is a policy of our office that all repair or maintenance requests must be in writing and posted, emailed or faxed to our office as soon as possible.

Date Lodged || _____ Property Manager || _____

Property Address || _____

Name || _____

Preferred Method of Contact:-

Home Phone: Mobile Number: Email Address:

Description and Details of Repair or Maintenance – Please be as specific as possible

Complete If Applicable

Hot Water - Gas Electric Model Stove Model - Gas Electric

Oven Model - Gas Electric Model

TENANT INSTRUCTION FOR TRADESPOERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access
- Approval to enter via Agency key with Tradesperson to advise tenant of the day of entry
- Tenant/s to be present. Tradesperson is to call tenant to arrange time.

Best Contact Number Best Day to Call Between and

If there is an emergency, please dial 000 and then immediately phone your Property Manager

Tenant Signature: _____ Date: _____

Send to: Harcourts, PO BOX 200, Chermshire South QLD 4032

Fax: 3359 0879 / Email: chermshire@harcourts.com.au

Owners Name: _____ Contact Number: _____

Owner's Instructions: _____