

Maintenance Request Form

Name: _____

Address: _____

Phone - Work: _____ Home: _____

Mobile: _____ Fax: _____

It is the policy of our office that all repairs must be in writing and advised as soon as possible. In order for a repair to be attended to, please complete the form and email, fax or hand deliver to one of our offices.

Details of repair (please print clearly)

Tenant Confirmation

I/we hereby authorise your office and or the tradesperson to enter the property with the office keys in order to carry out the repair. We do not need to be present.

Signed _____ Date _____

Signed _____ Date _____

Office use only

Date received: _____ Actioned: YES / NO

Tradesperson: _____ Owner notified: YES / NO

Harcourts Springfield

13/31 Springfield Lakes Blvd
Springfield Lakes Q 4300
P 07 3288 5222 F 07 3288 599

Harcourts Ipswich

26 Roderick St
Ipswich Q 4305
P 07 3281 8515 F 07 3281 8067

Harcourts Forest Lake

2A/15 Stapylton Rd
Heathwood Q 4110
P 07 3879 0988 F 07 3879 0899