

MAINTENANCE REQUEST



TO LODGE REPAIR REQUEST FORM

1. Via mail to e Property Rentals, PO BOX 1130, Mount Ommaney QLD 4074
 2. Fax to (07) 3041 6441
 3. Scan and email to pm@epropertyrentals.com.au
 4. Leave on kitchen bench on inspection date as per Entry Notice issued
- (If our agency is required to inspect work completed by a contractor, an RTA Form 9 Entry Notice will be issued following completion of the work.)

PROPERTY ADDRESS

TENANT DETAILS

Name

Preferred method of contact

I am

- Home phone Work phone Mobile number Email address A lease holder Approved occupant

Home phone number

Work phone number

Mobile number

Email address

TYPE OF REPAIR OR MAINTENANCE

- URGENT** – Emergency! If the property is in danger of damage or a person at risk of injury, **PLEASE PHONE OUR AGENCY IMMEDIATELY – 0419 726 466**
- NOT URGENT** – i.e. Not an emergency. Please be aware our agency is to refer to the lessor for instructions regarding the item/s as advised and will advise the tenant of the outcome as soon as possible.

DESCRIPTION OF REPAIR OR MAINTENANCE *Please be as specific as possible.*

COMPLETE IF APPLICABLE

Hot Water Gas Electric
Model

Stove Gas Electric
Model

Oven Gas Electric
Model

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

- Approval to enter via agency key with tradesperson to advise tenant of the day of entry
- Tenant to be present. Tradesperson is to call tenant to arrange time.
* Please be aware that if the tenant arranges a time with the contractor but is not home as arranged, the tenant may be responsible for the call out fee charged. Please ensure a nominated person is at home to allow access.

Best Contact Number

Best Day to call

Best Time to call

Between

and

It is a policy of our office that all repairs to be undertaken must be in writing and must be advised as soon as possible. In order for repairs to be attended to, please complete the above form and fax, post or email. Either a representative of our office or a tradesperson will then be in contact with you. We are an independently owned and operated business. We are bound by the National Privacy Principles. We may be collecting various information about you by various methods throughout the tenancy, to enable us to manage and maintain the premises as per the Residential Tenancies and Rooming Accommodation Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorised by e Property Rentals) in the course of our day-to-day duties.

TENANT SIGNATURE

DATE

AGENCY USE

Date received

Time Received

am / pm

Property Manager

Approval Status

Emergency

Waiting approval

Work Order sent to Contractor

Tenant Sent Repair Status Advice

Lessor Instructions Attached

Work Order attached