

# Repairs and Maintenance Request Form

All maintenance requests **MUST** be received in writing.

**ASHGROVE/BRISBANE:** 260 Waterworks Road, Ashgrove QLD 4060 • **E:** ashgrove@exploreproperty.com.au • **P:** 07 3176 0600

**KIRWAN:** 3/112 Golf Links Drive, Kirwan QLD 4817 • **E:** kirwan@exploreproperty.com.au • **P:** 07 4795 5144

**MACKAY:** 123 Sydney Street, Mackay QLD 4740 • **E:** mackaypm@exploreproperty.com.au • **P:** 07 4898 1909

**TOOWOOMBA:** 1/12 Neil Street, Toowoomba QLD 4350 • **E:** toowoomba.pm@exploreproperty.com.au • **P:** 07 4646 2400

**TOWNSVILLE:** 103 Boundary Street, Railway Estate QLD 4810 • **E:** townsvillepm@exploreproperty.com.au • **P:** 07 4750 4000

## DETAILS

Property address: \_\_\_\_\_

Tenants name: \_\_\_\_\_

Tenants contact no.: \_\_\_\_\_

## MAINTENANCE

Plumbing

Electrical

General Repairs

Other, specify: \_\_\_\_\_

Model of Appliance if applicable: \_\_\_\_\_

## COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACCESS TO PROPERTY

Please choose one of the following options regarding the tradespersons access to carry out maintenance at the property

The tradesperson can collect keys from Explore Property and attend the property without me being present

I wish to be present when the tradesperson attends the property

## OFFICE USE ONLY

Date received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Received by: \_\_\_\_\_

Landlord name: \_\_\_\_\_

URGENT \_\_\_\_\_

NOT URGENT \_\_\_\_\_

Tradesperson Organised: \_\_\_\_\_

Work Order Sent: \_\_\_\_\_