

Repairs and Maintenance Request Form

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

Address: 224 Victoria Street, Mackay Qld. 4740

Email: mackaypmassist@exploreproperty.com.au

Fax: 07 4898 1931 **Phone:** 07 4898 1909

DETAILS

Date: ____/____/____

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: _____