



# MAINTENANCE REQUEST FORM

Date:     /     /     Time:     :     am/pm

<b>PROPERTY ADDRESS</b>			
<b>TENANT NAME</b>			
<b>CONTACT DETAILS</b>		Mobile number:	
Email address:			
<b>DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE</b> <i>Please be as specific as possible.</i>			
<b>COMPLETE IF APPLICABLE</b>			
<input type="checkbox"/> <b>Hot Water</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model #		<input type="checkbox"/> <b>Stove</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model #	
<input type="checkbox"/> <b>Oven</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model #		<input type="checkbox"/> <b>Air Conditioning Unit</b> Model #	
<input type="checkbox"/> <b>Dishwasher</b> Model #		<input type="checkbox"/> <b>Other</b>	
<b>TENANT INSTRUCTION FOR TRADESPERSON TO ENTER</b>			
<input type="checkbox"/> Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.			
<input type="checkbox"/> Approval for tradesman to enter with Agency key and to advise tenant of the day of entry			
<input type="checkbox"/> Tenant/s 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.			
<b>TENANT SIGNATURE</b>			
<b>Name</b>		<b>Signature</b>	
<b>PRIVACY STATEMENT:</b> <i>Please refer to the Privacy Statement included in your 'Moving In Kit'. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.</i>			
<b>AGENCY USE</b>			
Date received		Time Received	am / pm
Property Manager			
Action Taken	<input type="checkbox"/> Email owner for instructions <input type="checkbox"/> Diarise to follow up in 7 days	<input type="checkbox"/> Owner's instructions received Date & Time	<input type="checkbox"/> Owner would like a quote <input type="checkbox"/> Quote request sent to contractor Date & Time <input type="checkbox"/> Diarise to follow up contractor for quote in 7 days
	<input type="checkbox"/> Email tenant status update Date & Time	<input type="checkbox"/> Approval to proceed <input type="checkbox"/> Work order sent to contractor Date & Time <input type="checkbox"/> Diarise to follow up contractor in 7 days	<input type="checkbox"/> Place in await quote area <input type="checkbox"/> Quote received Date & Time <input type="checkbox"/> Quote emailed to owner Date & Time
	<input type="checkbox"/> Place in Waiting Approval area	<input type="checkbox"/> Works completed <input type="checkbox"/> Contact tenant to make sure works completed satisfactorily <input type="checkbox"/> Email owner status update	<input type="checkbox"/> Owner declined quote <input type="checkbox"/> Owner accepted quote