

# Maintenance Request Form



To lodge please EMAIL to [maintenance@placewest.com.au](mailto:maintenance@placewest.com.au)  
Place West Rentals 8 Guthrie Street, Paddington Qld 4064 Ph: (07) 3858 0300

DATE LODGED:

PROPERTY ADDRESS

TENANT 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 or Person is in danger of damage or injury,  
**PLEASE PHONE OUR AGENCY IMMEDIATELY – Place West Rentals (07) 3858 0300**
- NOT URGENT** – ie Not an emergency. NB: 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 ASAP.

DESCRIPTION AND DETAILS 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

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry
- 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.

Best Day to call:

Best Time to call

Between

and

TENANT SIGNATURE

Name	Signature	Date

PRIVACY STATEMENT : Please refer to the Privacy Statement included in your 'Moving In Kit'.