

# MAINTENANCE REQUEST FORM

<b>PROPERTY</b>	ADDRESS _____
<b>TENTANT</b>	NAME _____
Contact Information	I AM <input type="checkbox"/> The Registered Tenant on the Lease <input type="checkbox"/> Approved Tenant Ph: _____ Mob: _____ Email _____
<b>REPAIR ADVICE</b>	THIS REQUEST IS: <input type="checkbox"/> URGENT – An emergency or the property is in danger of damage <input type="checkbox"/> NOT URGENT – Not an emergency ..... ..... ..... (IF APPLICABLE) HOT WATER <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL ..... STOVE <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL ..... OVEN <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL ..... OTHER ..... <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL .....
<b>ACCESS FOR TRADESPERSON</b>	ACCESS FOR TRADESPERSON <input type="checkbox"/> A dog is on the premises. Tenant/s agree to restrain or remove for access. <input type="checkbox"/> Use Agency Key <input type="checkbox"/> Call to arrange access* CONTACT (H) _____ (W) _____ (M) _____ BEST TIME TO CALL: DAY.....TIME.....am/pm  *Please be aware that if a booking is made with the Contractor and access is not available, as arranged with tenants, you may be responsible for the call out fee. Please ensure a nominated person is at home to allow access. The Contractors arrange their own appointments.
<b>TENANT SIGNATURE</b>	_____ Date ____/____/____
<b>LODGEMENT</b>	THIS FORM MAY BE EITHER 1. Lodged in person at <b>Position Property 231 Given Tce, Paddington Qld 4064</b> 2. Mailed to <b>Position Property</b> at the above address 3. Faxed to <b>07 3368 2368</b> 4. Scanned & emailed to <b>propertymanager@positionproperty.com.au</b>
<b>PRIVACY STATEMENT</b>	We are an independently owned and operated business. We are bound by the National Privacy Legislation. We may be collecting personal information about you by various methods through the tenancy, to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors in the course of our duties.
<b>AGENCY USE</b>	Date Received _____ Time _____ am/pm Property Mgr _____ Lessor Instructions Attached <input type="checkbox"/> Work Order Attached <input type="checkbox"/> Owner Emailed & Awaiting Instructions <input type="checkbox"/> Emergency – Actioned & Under Control <input type="checkbox"/>