

MAINTENANCE REQUEST FORM

PROPERTY	ADDRESS _____
TENANT	NAME _____
Contact Information	I AM <input type="checkbox"/> The Registered Tenant on the Lease <input type="checkbox"/> Approved Tenant
	Ph: _____ Mob: _____ Email _____
REPAIR ADVICE	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
ACCESS FOR TRADESPERSON	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.
TENANT SIGNATURE	_____ Date ____/____/____
LODGEMENT	THIS FORM MAY BE EITHER 1. Lodged in person at Position Property 231 Given Tce, Paddington Qld 4064 2. Mailed to Position Property at the above address 3. Faxed to 07 3368 2368 4. Scanned & emailed to propertymanager@positionproperty.com.au
PRIVACY STATEMENT	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.
AGENCY USE	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"/>