

# Maintenance Request Form



Tenant to complete and submit this form to the agency.

## PROPERTY DETAILS

Property Address:

Name of Tenant(s):

Home Phone:

Work Phone:

Mobile:

Email:

Type of Repair:

☐ Plumbing

☐ Electrical

☐ Gas

☐ General Maintenance

Urgency:

☐ Urgent

☐ Non Urgent

Repairs Required: (If repairs are for an appliance, please quote Make, Model & Serial No.)

## CONSENT

I/We the tenant/s, upon signing this form, consent to the passing of my/our name and contact details onto tradespeople/contractors for the sole purpose of gaining access to the property in order to complete any required maintenance and or quotes as per the lessors instructions.

I/We ☐ Consent ☐ Do Not Consent to trades people/contractors gaining entry to the property by using keys supplied by the office only after I/We have been notified of a date and entry time. Alternative arrangements via appointment during business hours can be otherwise arranged with the trades people direct.

I/We understand that the trades people/contractors and your agency are bound by the privacy act 1988, and acknowledge that upon request a privacy policy will be supplied.

I/We also acknowledge that upon the signing of this form, if the work attended to is found to be caused by the tenant/s or the tenant/s have not taken enough care when inspecting the problem, the tenant/s may then be accountable for the expenses incurred. e.g. If the problem is found to be the tenants TV or no booster pack is present, the tenant/s could be responsible for the call out fee.

**This form may be either:**

1. Lodged in person at **18-20 Hill Street, Emu Park QLD 4710**
2. Faxed to **07 4939 6733**
3. Emailed to [nicole@cumminsre.com.au](mailto:nicole@cumminsre.com.au)

Signature of Tenant(s):

Date:

## OFFICE USE ONLY

Date Received:

Time Received:

AM / PM

Owner Contacted:

☐ Yes

Date & Time Contacted:

AM / PM

Instructions: