

Tenant Maintenance Request Form

Ray White®

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete the request form and fax, post, email or deliver to our office. Once we have received the request, either our office or a tradesperson will contact you.

In the event of an emergency repair, contact our office immediately on 07 5592 1415.

Name:

Address:

Phone: (H)

(W)

(M)

Email:

Details of
Maintenance
Request:

Is there a dog on the premises?

Yes

☐

No

☐

Please note: If the repair relates to any appliances, please list the make & model

Tenant Access Confirmation

I/We hereby authorise your office and or the tradesperson(s) to enter the property with the keys in order to carry out or view the maintenance work required.

Signed by
Tenant

Date

/ /

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 (approved and authorized by Ray White Broadbeach) in the course of our duties. You have the right to access personal information that we hold about you by contacting our Privacy Officer.

Broadbeach

Orchid Lane Pty Ltd ATF The Malan Family Trust as
Ray White Broadbeach
ABN 64 553 079

Address

Suite 2.24 Level 2
'Oasis Shopping Centre'
Victoria Avenue,
[PO Box 228]
Broadbeach QLD 4218

raywhitebroadbeach.com.au

Residential

tel 61 7 5553 1100
fax 61 5 5538 2238

Rentals

tel 61 7 5592 1415
fax 61 7 5592 4729

Commerical

tel 61 7 5553 1100
fax 61 7 5538 2238