

MAINTENANCE

REQUEST FORM

Date: Property:

Tenant/s:

Contact No. (H): (W): (M):

It is required that all repairs be requested in writing and must be advised as soon as possible. We are required to gain approval from the landlord prior to repairs, so some requests may not be immediately fulfilled.

If after investigation it is found that there was either no fault requiring maintenance, the repair was a result of your own (or your guests) negligence, error or damage – costs will be billed to you. If you are requesting maintenance that you are aware is your own liability, please contact your property manager to obtain details for an approved contractor to complete the work at your own cost.

In order for a repair to be attended to, please complete this form and email, post or deliver it to our Office. If you believe the request to be an 'emergency' in nature (as defined by the RTA), check the list below and call our office for advice. A representative of our Office or a Tradesperson will contact you in due course to discuss repair arrangements. If you'd like to give authority now for a tradesman to collect our key and attend to maintenance without the need for notices, please indicate here: Yes please No thank you

Details of request: *Please include as much detail as possible including any troubleshooting you've done, dates, brands/codes, photos*

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This request involves the (circle) **stove, oven, hot water** & it is supplied by (circle) **gas** or **electricity**

Tenant confirmation

I/we hereby request Ray White Chermside to undertake repairs in relation to the above reported. I/we understand and acknowledge that should repairs be required due to our own use of the property, that I/we are liable for costs incurred.

Name:

Signed:

Date:

Emergency repairs are repairs for:

- a burst water service or a serious water service leak
- a blocked or broken lavatory service
- a serious roof leak
- a gas leak
- a dangerous electrical fault
- flooding or serious flood damage
- serious storm, fire or impact damage
- a failure or breakdown of the gas, electricity or water supply to the property
- a failure or breakdown of an essential service or appliance on premises for hot water, cooking or heating
- a fault or damage that makes the property unsafe or insecure
- a fault or damage likely to injure a person, damage property or unduly inconvenience a resident of the property
- a serious fault in a staircase, lift or other common area or premises that unduly inconveniences a resident in gaining access to, or using, the property

(Office use only)

Landlord notified by:

Date:

Repairer:

Date: