



## TENANT MAINTENANCE REQUEST FORM

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**All general maintenance must be reported to our office in writing as soon as it is noticed. Please complete this form and return it to our office either in person, via SMS message or email. Please note that any maintenance requests must be genuine – unnecessary call outs may result in the invoice being payable by the tenant.**

**In the event of an emergency please call '000' then contact our office immediately.**

**Property Address:**

**Tenant Name:**

**Phone:**

**Email:**

**Please tick one of the following:**

**I hereby authorise Your Realty Gympie & Cooloola to provide my contact details to the relevant tradespeople. I understand that they will contact me directly to arrange a time for repairs. (Note: If you do not hear from anyone within 2 business days please contact our office)**

**I hereby authorise Your Realty Gympie & Cooloola to arrange for the relevant tradesperson to enter the property using the office spare keys in order to carry out the repair or quote. (Note: If you do not hear from anyone within 2 business days please contact our office)**

**Maintenance Issue/s:**

**When did you first notice this problem?**

**If the maintenance request relates to any of the following please list the make and model**

<b>Stove</b>		<b>Dishwasher</b>	
<b>Oven</b>		<b>Air Conditioner</b>	
<b>Hot Water System</b>		<b>Gas/Electric/Solar (please specify)</b>	

Signed \_\_\_\_\_ Date \_\_\_\_\_