

This form can be faxed or presented to:
CD ADAMS (07) 4982 4708

MAINTENANCE REQUEST FORM

Please ensure that all details are completed and filled out correctly

Date: _____ Rental Address: _____

Tenant Contact Details

It is important that we always have your current contact details on file. Please update the following information for all occupants at the property.

Home Phone No.: _____ Preferred Contact No.: _____

Tenant Name	Work Phone	Mobile Phone	Email Address

Maintenance Repair Advice

For maintenance to be attended to a Maintenance Repair Advice MUST be completed. We recommend you fax, post or deliver this personally to your Property Manager. We ONLY take emergency repairs over the phone, however you will also need to complete one of these forms to have on file. Your Property Manager or tradesperson will be in contact with you after the request has been processed. All maintenance must be authorised by the owner unless it is an emergency.

Tenant Privacy Disclosure

I/we the tenant/s hereby acknowledge that by submitting this maintenance repair advice our details will be submitted to the tradespeople in order to carry out quotations or the maintenance work required. It is your responsibility to make arrangements for pets and also provide alarm codes.

Details of Maintenance/Repair

Please Tick:

- | | | |
|-------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> NON-URGENT | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> URGENT | <input type="checkbox"/> Gas | <input type="checkbox"/> Building |
| <input type="checkbox"/> EMERGENCY | <input type="checkbox"/> Stove | <input type="checkbox"/> Other |

Comments (Explain your problem in full detail)

Preferred Times:

Access (Please tick):

- Office Keys Call for Access

It is agreed that the tenant will be charged a call out fee (equivalent to the tradespersons 1hour labour charge) if arranged times have been broken without notifying both CD Adams & Co Real Estate and the appropriate tradesperson prior to appointment

Signature(s): _____