Maintenance Request Form

Property: _____

Date: _____

Contact details:

Name: _____

Please circle best contact method -

☎ Work: _____ **☎ Home:** _____

☎ Mobile: _____ **Email:** _____

Repairs requested:

_____

_____

_____

_____

_____

_____

_____

_____

How long has this condition existed?

_____

Can our tradesperson enter if you are not there? Yes / No (circle one)

All our tradespeople are licensed and familiar with tenancy legislation. Office keys will be signed out to them with our authorisation.

If not, what is your preferred day and time for repair? at am/pm

We cannot guarantee that a tradesperson can attend at this time but they will contact you to make arrangements.

_____

This form may be either:

- Completed and submitted by email to **askus@propertyminders.com.au**
- Lodged in person at **Property Minders, 2 Windsor Rd, Red Hill Q 4059**
- Mailed to us at the above address (PO Box 96 Red Hill Q 4059)
- Faxed to 07 3368 1605

Thank you for reporting this matter to our office.

Someone will be in touch with you shortly to advise what action will be taken.