

# MAINTENANCE REQUEST



## TO LODGE MAINTENANCE REQUEST FORM

- 1 Lodge in person: **76a Margaret St, East Twba**
- 2 Postal Address: **PO BOX 1949, Toowoomba Q 4350**
- 3 Email: **admin@jentaylorproperties.com.au**
- 4 Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
- 5 If our Agency is required to inspect work completed by a Contractor, an RTA Form 9 Entry Notice will be issued following completion of the work.

### LODGEMENT DETAILS

Date Lodged:

Property Manager Name:

### PROPERTY ADDRESS

### TENANT DETAILS

Name:

Mobile number

Email address

### TYPE OF REPAIR OR MAINTENANCE

- URGENT** – Emergency! If the Property or Person is in danger of damage or **PLEASE PHONE OUR AGENCY IMMEDIATELY – 4548 0433 or Refer to our website for our preferred Contractors.**
- NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Lessor for instructions regarding the item/s as advised and will advise the Tenant of the outcome ASAP.

### DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be specific and attach a photo if possible.*

### COMPLETE IF APPLICABLE

Hot Water

Gas

Electric

Stove

Gas

Electric

Oven

Gas

Electric

### TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove for
- Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry
- Tenant/s to be present. Tradesperson is to call Tenant to arrange time. \*

\* Please be aware that if the Tenant arranges a time with the Contractor but is not home as arranged, the Tenant may be responsible for the call out fee charged. Please ensure a nominated person is at home to allow access.

The tenant/s acknowledge that if it's concluded by a Professional Service Provider or Tradesperson that maintenance callouts are found to be from misuse, neglect or the callout/maintenance is caused by the Tenants own appliance/s or lack of knowledge of an appliance, the Invoice may be passed onto the Tenant for payment. Please ensure you have checked all possibilities and have not missed something simple before reporting your maintenance to avoid this happening to you.

Tenant Name	Tenant Signature	Date

### AGENCY USE

Date received _____	Time Received _____ am/pm _____		
Approval Status	<input type="checkbox"/> Emergency _____	<input type="checkbox"/> Waiting approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Tenant Sent Repair Status Advice – REPO5	<input type="checkbox"/> Lessor Instructions Attached	<input type="checkbox"/> Work Order attached