



## MAINTENANCE REQUEST FORM

<b>PROPERTY</b>	ADDRESS _____
<b>TENANT</b>  <b>Contact info</b>	NAME _____ I AM <input type="checkbox"/> The Registered Tenant on the Lease <input type="checkbox"/> Approved Tenant  Phone: (Work) _____ (Home) _____
<b>REPAIR ADVICE</b>  Please provide as much detail as possible so we can arrange appropriate action.	THIS REQUEST IS : <input type="checkbox"/> URGENT – An emergency or the property is in danger of damage <input type="checkbox"/> NOT URGENT – Not an emergency  ..... ..... ..... ..... IF APPLICABLE: HOT WATER <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL _____ STOVE <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL _____ OVEN <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL _____ OTHER <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL _____
<b>ACCESS FOR TRADESPERSON</b>	<input type="checkbox"/> A dog is on premises. Tenant/s agree to restrain or remove for access.  <input type="checkbox"/> Use Agency key <input type="checkbox"/> Call to arrange access*  CONTACT (H) _____ (W) _____ (M) _____  BEST TIME TO CALL _____ DAY _____ TIME am/pm  <small>NOTE: Please be aware that if a booking is made with a Tradesperson and access is not available, as arranged with tenants, you may be responsible for the call out fee.</small>
<b>TENANT SIGNATURE</b>	_____ Date __/__/__
<b>LODGEMENT</b>	THIS FORM MAY BE EITHER 1. Lodged in person at <b>My Agent Realty</b> 4/260 Kingston Road, Slacks Creek 2. Mailed to <b>My Agent Realty</b> at PO Box 140, Springwood Qld 4127 3. Faxed to <b>07 3209 5179</b>
<b>PRIVACY STATEMENT</b>	<small>We are an independently owned and operated business. We are bound by the National Privacy Legislation. We may be collecting personal information about you by various methods through the tenancy, to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorized by My Agent Realty) in the course of our duties. You have the right to access personal information that we hold about you by contacting our privacy officer.</small>
<b>AGENT USE ONLY</b>	Date Received __/__/__ Time _____ am/pm Property Manager _____  <input type="checkbox"/> Lessor Instructions Attached <input type="checkbox"/> Work Order Attached <input type="checkbox"/> Owner Emailed & Awaiting Instructions <input type="checkbox"/> Emergency – Actioned and Under Control