



OFFICE:
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Property Maintenance - Request Form

Date
Property Address
Tenant Details Name
Phone
Email

Details of Maintenance (full details to be provided)

[Empty lines for maintenance details]

Urgency - Do you believe this to be a safety risk? Yes () No ()

Reason

Access - Do you authorise the Agency to release keys to a tradesperson to carry out necessary repairs? Yes () No ()

PLEASE NOTE:

- 1. If a tradesperson is called out and no problem is found or the problem is caused from your appliance or misuse of equipment the payment for the repair will become your responsibility.
2. If you fail to attend at the "agreed" appointed time with the tradesperson then you will be responsible for any service charge for the missed appointment.

TENANT SIGNATURE:

Agency to Complete

Date/Time Rcvd Received by Telephone/ Email / In Person Received By
Owner Contacted Owner Instructions
Action Taken + Date/Time
Tenant Notified + Date/Time
Tradesperson Organised/Work Order Sent
Follow Up with Tenant/Contractor
Invoiced