

Maintenance Request Form

Property Address:	
Tenant	
Contact Number	
Maintenance Advice <i>Please provide as much detail as possible so we can address the issue.</i>	<p>This request is:</p> <p><input type="checkbox"/> URGENT – An emergency or property is in danger of damage.</p> <p><input type="checkbox"/> NOT URGENT – Not an emergency.</p> <p>Details:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Access For Tradesman	<p><input type="checkbox"/> A dog or animal is on premise. Tenant(s) agree to restrain all animals on premise or remove for access.</p> <p><input type="checkbox"/> Use Agency Key.</p> <p><input type="checkbox"/> Call to Arrange Access.</p> <p><i>* Tenants please be aware that if a booking is made with the Tradesman and access is not available, as arranged with tenants, you may be responsible for the call out fee. Please ensure a nominated person is at home to allow access</i></p>
Tenant Signature	Signature:..... Date:.....
Agency Use	<p>Date Received:</p> <p>Entered into System: Yes / No</p>

THIS FORM MAY BE:

1. Lodged in person.
2. Sent by post.
3. Submitted by fax (07) 55 291 334.
4. Left for collection at an inspection.
5. Emailed to your property manager at property@gordonproperty.com.au