

Maintenance request



It is a policy of our Office that all maintenance requests are to be made in writing. Accordingly, in order to report your maintenance issues, please complete the details below and return:

- In person or by post to our Office – 66 Queen Street, Warragul 3820
- Fax – 5622 3100
- Email directly to your Property Manager – tenneille@qre.com.au or lee@qre.com.au (please include all details per this form)

Please note: for **non-urgent repairs** – we will endeavour to have your request attended to within 48 hours of notification.
In accordance with the Residential Tenancies Act, **urgent repairs** will be attended to within 24 hours of notification.

Property Address: _____

Tenant/s Name/s: _____

Maintenance required

Please provide as much information as possible in order for us to accurately report details of the problem to appropriate tradespersons

When did this problem first occur or become evident? _____

Contact details: Home: _____ Mobile: _____
Email: _____

Please Note: If the repairs needed are for an appliance, please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising the repair.

Hotplates _____	Gas / Elec.	Hot Water Service _____	Gas / Elec.
Oven _____	Gas / Elec.	Heating _____	Gas / Elec.
Dishwasher _____		Air Conditioning _____	

Property Access: (please tick one of the following)

- I/We will be available at the property to allow access to the property.
- I/We will not be available at the property. We hereby authorise **quirkrealestate** to provide appropriate tradespersons with the Office key to access the property for the purpose of undertaking maintenance as detailed above.
- I/We will not be available at the property. Please provide my/our contact details to appropriate tradespersons to arrange a mutually convenient time to undertake the maintenance as detailed above.

Signed: _____

Printed Name: _____

Date: _____ / _____ / _____

OFFICE USE ONLY

LANDLORD INSTRUCTIONS:

MAINTENANCE REQUESTS PROCESSED:

	Item	Tradesperson	Comment
1			
2			
3			
4			
5			

COMMENTS & / FOLLOW UP ACTION:

Date	Comment

COMPLETED BY:

Sign:	Designation: Property Manager
Print Name:	Date: