



0407 033 566  
 PO Box 346  
 Robina Town Centre QLD 4230  
[joan@jaeps.com.au](mailto:joan@jaeps.com.au)

**MAINTENANCE REQUEST**

Property Address: \_\_\_\_\_

TENANT DETAILS

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

TYPE OF REPAIR & MAINTENANCE

**Emergency-Urgent** – If the Tenants or Property are in danger of injury/damage, please phone Emergency Services and our Agency immediately.

**Not Urgent** - Please be aware our Agency refers to the Lessor for instructions regarding the items as advised and will advise the Tenant of the outcome ASAP.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE [Please be as specific as possible]

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TENANT INSTRUCTIONS FOR TRADESPERSON TO ENTER AND ACTION/QUOTE ON REPAIR OR MAINTENANCE

- Dogs/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- Approval to enter via Agency key with Tradesperson. Tenant to advise 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 on the premises as arranged, the Tenant/s is responsible for the call out fee charged. Please ensure a nominated person is at the premises to allow access.*

<u>BEST CONTACT NO:</u>	<u>BEST DAY TO CALL</u>	<u>BEST TIME TO CALL</u>
-------------------------	-------------------------	--------------------------

\_\_\_\_\_ between \_\_\_\_\_ to \_\_\_\_\_

TENANT NAME & SIGNATURE

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Request received by: email / fax / mail / routine inspection on: \_\_\_\_\_

Contacted owner: Yes No on: \_\_\_\_\_ Owner's instructions: Yes No

Quote needed: Yes No Request sent on: \_\_\_\_\_ Quote received on: \_\_\_\_\_

Sent for approval: \_\_\_\_\_ Approved on: \_\_\_\_\_

Request sent on: \_\_\_\_\_ Creditor's name: \_\_\_\_\_