

MAINTENANCE REQUEST

TO LODGE MAINTENANCE REQUEST FORM:

1. Scan and email to admin@templetonproperty.com.au
2. Lodge in person at 38 Nash Street, Paddington QLD
3. Mail to PO Box 575, Paddington QLD 4064
4. Fax to (07) 3368 1942
5. Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
6. If our Agency is required to inspect work completed by a Contractor, an RTA Form 9 Entry Notice will be issued following completion of the work.

PROPERTY ADDRESS:

TENANT DETAILS:

Name: _____

Preferred method of contact:

- Home phone
 Work Phone
 Mobile number
 Email address
 A Lease Holder
 Approved occupant

I am:

Home phone number: _____

Work phone number: _____

Mobile number: _____

Email address: _____

TYPE OF REPAIR OR MAINTENANCE:

- URGENT** – Emergency! If the Property or Person is in danger of damage or injury, **PLEASE PHONE OUR AGENCY IMMEDIATELY – (07) 3368 1988**
- NOT URGENT** – i.e. Not an emergency. NB: Please be aware our Agency is to refer to the Lessor for instructions regarding the item/s as advised and will advise the Tenant of the outcome ASAP.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE: *Please be as specific as possible.*

COMPLETE IF APPLICABLE:

Hot Water: Gas Electric

Stove: Gas Electric

Oven: Gas Electric

Model: _____

Model: _____

Model: _____

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE:

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

Best Contact Number: _____

Best Day to call: _____

Best Time to call:

Between: _____

and: _____

TENANT SIGNATURE:

Name:	Signature:	Date:

PRIVACY STATEMENT: It is a policy of our office that all repairs must be in writing and must be advised as soon as possible. In order for repairs to be attended to please complete the above form and fax, post or email to us. Either a representative of our office or a tradesperson will then be in contact with you. We are an independently owned and operated business and are bound by the National Privacy Principles. We may collect various information about you by various methods throughout the tenancy, to enable us to manage and maintain the premises as per the Residential Tenancies and Rooming Accommodation Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorised by Templeton Property) in the course of our day to day duties.

AGENCY USE:

Date received:	Time Received:	am / pm	Property Manager:
Approval Status:	<input type="checkbox"/> Emergency – complete REP12 <input type="checkbox"/> Tenant Sent Repair Status Advice – REPO5	<input type="checkbox"/> Waiting approval <input type="checkbox"/> Lessor Instructions Attached	<input type="checkbox"/> Work Order sent to Contractor <input type="checkbox"/> Work Order attached