



TENANT MAINTENANCE REQUEST FORM

Tenant Instructions

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and forward to our office. Please note: any maintenance reported must be genuine, accurate and requiring the skills of a tradesperson. Unnecessary call outs may result in the invoice being payable by the tenant.

- 91 Bulcock St, Caloundra (PO Box 486, Caloundra Q 4551)
- Phone: (07) 5491 3555
- Fax: (07) 5491 8188
- Email: maintenance@localagent.net.au

In the event of an emergency repair please contact our office immediately!

Once we have received the request either our office or a tradesperson will contact you.

Property Details

Address	
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Tenant Details

Name:			
Phone		Fax:	
Mobile:		Email:	

Please tick one option below

<input type="checkbox"/>	I hereby authorise your office to provide my contact details to a tradesperson to enable them to contact me direct to arrange access.
<input type="checkbox"/>	I hereby authorise your office to arrange the relevant tradesperson to enter the property with your office set of keys in order to carry out the repair or quote.

Maintenance Issues

If the repair relates to any of the following appliances please list the make and model

Stove		Washing Machine	
Oven		Microwave	
Dryer		Fridge	
Dishwasher		Air Conditioning	
Hot Water Service		Gas / Electric / Solar (Please advise)	

Signed:		Date:	
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