

Maintenance Request Form



FORWARD THIS FORM TO:

Best Property 4 U : reception@bestproperty4u.com.au or fax (07) 3456 4295

Property Address :

Property Manager :

Date : _____

Time: _____

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 either fax, post, email or deliver the form to this office as per the contact details. In the event of an emergency repair, please contact our office immediately. Once we have received this request, either our office staff or a tradesperson will contact you.

Access Details

Tenant Name 1: _____

Tenant Name 2: _____

Phone Home : _____

Phone Home : _____

Phone Mobile : _____

Phone Mobile : _____

Phone Work : _____

Phone Work : _____

Access to Property : Yes - The tenant hereby authorise BP4U office and/or the tradespeople to enter the property with the entry door keys in order to carry out the repair or view the repair.

OR

No - Contractor to enter property via Tenant / Agent on site.

Tenant will / will not be home.

Preferred Date / Time _____

Signed Tenant 1 : _____

Signed Tenant 2 : _____

Maintenance request for;

Appliance Make : _____

Model # : _____

Appliance Location: _____

(Office use only) Date Received :

Received By :

Work Order Assigned to :