

## Repairs and Maintenance Request Form

All maintenance requests **MUST** be received in writing.

**Address:** 103 Boundary Street, Railway Estate QLD 4810

**Email:** townsville@exploreproperty.com.au

**Fax:** 07 4750 4040 **Phone:** 07 4750 4000

### DETAILS

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Property address: \_\_\_\_\_

Tenants name: \_\_\_\_\_

Tenants contact no.: \_\_\_\_\_

### MAINTENANCE

Plumbing

Electrical

General Repairs

Other, specify: \_\_\_\_\_

Model of Appliance if applicable: \_\_\_\_\_

### COMMENTS

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

### ACCESS TO PROPERTY

Please choose one of the following options regarding the tradespersons access to carry out maintenance at the property

The tradesperson can collect keys from Explore Property and attend the property without me being present

I wish to be present when the tradesperson attends the property

### OFFICE USE ONLY

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by: \_\_\_\_\_

Landlord name: \_\_\_\_\_

URGENT \_\_\_\_\_

NOT URGENT \_\_\_\_\_

Tradesperson Organised: \_\_\_\_\_

Work Order Sent: \_\_\_\_\_