

A: PO Box 5344, Algester QLD 4115
M: 0420 461 071
E: info@abrealty.com.au



Maintenance Request

DATE:

PROPERTY	Address: _____ Property Manager: _____
TENANT	Name: _____ I am <input type="radio"/> The Registered Tenant <input type="radio"/> Approved Tenant on the lease.
Contact Info	Tel: _____ Mob: _____ Email: _____
REPAIR ADVICE Please provide as much as possible so we can arrange appropriate action.	This Request is <input type="radio"/> Urgent <input type="radio"/> Non-Urgent Details: _____
ACCESS FOR TRADESPERSON	<input type="radio"/> A Pet is on premises. Tenant/s agrees to restrain or remove for access. <input type="radio"/> Use Agency Key <input type="radio"/> Call to arrange access* Contact (H) _____ (W) _____ (M) _____ Best time to Call: _____ *Please be aware that if a booking is made with the Contractor and access is not available, as arranged with tenants, you may be responsible for the call out fee. Please ensure a nominated person is at home to allow access.
TENANT SIGNATURE	_____
LODGEMENT	This form may be either 1. Email to info@abrealty.com.au 2. Mailed to AB Realty at PO Box 5344, Algester QLD 4115 3. Left on kitchen bench-top on the date we advised of an inspection. We will collect it.
PRIVACY STATEMENT	We are an independently owned and operated business. We are bound by the National Privacy Principles Legislation. We may disclose personal information about you to the owner of the property and to the contractors in the course of our duties.
OFFICE USE	Date Received: _____ Time: ____ am/pm Property Manager: _____ <input type="radio"/> Lessor Instructions Attached <input type="radio"/> Work Order Attached <input type="radio"/> Emergency – Actioned and under control