

# GENERAL MAINTENANCE REQUEST FORM

Date:        /        /        Time:        :        am/pm

<b>PROPERTY ADDRESS</b>			
<b>TENANT NAME</b>			
<b>CONTACT DETAILS</b>		Mobile number:	
Email address:			
<b>DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE</b> <i>Please be as specific as possible.</i>			
<b>COMPLETE IF APPLICABLE</b>			
<input type="checkbox"/> <b>Hot Water</b> Model #		<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> <b>Stove</b> Model #	
<input type="checkbox"/> <b>Oven</b> Model #		<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> <b>Air Conditioning Unit</b> Model #	
<input type="checkbox"/> <b>Dishwasher</b> Model #		<input type="checkbox"/> <b>Other</b>	
<b>TENANT INSTRUCTION FOR TRADESPERSON TO ENTER</b>			
<input type="checkbox"/> Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.			
<input type="checkbox"/> Approval for tradesman to enter with Agency key and to advise tenant of the day of entry			
<input type="checkbox"/> 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.			
<b>TENANT SIGNATURE</b> I/We understand we as the tenants will be responsible for payment to the trade/service person if the maintenance required to an appliance is not a fault in the appliance, but relates to the operation of the appliance by us the tenants after having consulted and read through the relevant manual and applied troubleshooting options as advised in the relevant manual. (please sign below)			
<b>Name</b>		<b>Signature</b>	
<b>PLEASE ATTACH PHOTOS WITH THIS FORM TO ENSURE WE HAVE ALL THE INFORMATION WE REQUIRE TO PASS ONTO THE LANDLORD AND TRADESMAN</b>			
<b>AGENCY USE</b>			
Date received		Time Received	Property Manager
Action Taken	<input type="checkbox"/> Email owner for instructions <input type="checkbox"/> Diarise to follow up in 7 days	<input type="checkbox"/> Owner's instructions received Date & Time	<input type="checkbox"/> Owner would like a quote <input type="checkbox"/> Quote request sent to contractor Date & Time <input type="checkbox"/> Diarise to follow up contractor for quote in 7 days
	<input type="checkbox"/> Email tenant status update Date & Time	<input type="checkbox"/> Approval to proceed <input type="checkbox"/> Work order sent to contractor Date & Time <input type="checkbox"/> Diarise to follow up contractor in 7 days	<input type="checkbox"/> Place in await quote area <input type="checkbox"/> Quote received Date & Time <input type="checkbox"/> Quote emailed to owner Date & Time
	<input type="checkbox"/> Place in Waiting Approval area	<input type="checkbox"/> Works completed <input type="checkbox"/> Contact tenant to make sure works completed satisfactorily <input type="checkbox"/> Email owner status update	<input type="checkbox"/> Owner declined quote <input type="checkbox"/> Owner accepted quote