



## MAINTENANCE REQUEST

**Property Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Tenant names:** \_\_\_\_\_  
**Sent through: Email/mail**  
**Maintenance type: General or Urgent ( please circle)**

**What repair/maintenance need to be carried out? ( please specify all details of the issue, which will help us to identify the problem and get the right tradie involved asap)**

Please note agent has no gurantee to the time/date when the issue will be solved, but urgent request will be resposed with 4 business hours while the general one will be dealt in 1 business day.

The property manager/owner is responsible for ensuring the property is fit to live in and in a good state of repair. The tenant must notify them of any repairs needed.

Please find the link below for the defination of maintenance:  
<https://www.rta.qld.gov.au/Renting/During-a-tenancy/Maintenance-and-repairs/Who-is-responsible-for-repairs>

**Emergency repairs:**  
What are Emergency repairs please find out bt clicking the link:  
<https://www.rta.qld.gov.au/Renting/During-a-tenancy/Maintenance-and-repairs/Who-is-responsible-for-repairs>  
The tenant should at all time contact the property manager first. Only if they are not available , tenants may contact the nominated repairers stated in your tenancy agreement.

Please be serious contacing the emergency repairer as you might be charged the cost if the issue is not consider an emergency. Also, please notify the case within 7 days to your property manager.

Tenant signature: \_\_\_\_\_

Tenant name (print): \_\_\_\_\_

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