

## MAINTENANCE REQUEST

<b>DATE LODGED</b>	/ /
<b>PROPERTY</b>	ADDRESS:
<b>TENANT</b>	
<b>Contact Info</b>	NAME _____  I AM <input type="checkbox"/> The Registered Tenant on the lease <input type="checkbox"/> Approved Tenant  Telephone _____ Mobile _____  Email _____
<b>REPAIR ADVISE</b>	THIS REQUEST IS: <input type="checkbox"/> URGENT – An emergency <input type="checkbox"/> NOT URGENT  ..... ..... .....  STOVE, OVEN OR HOT WATER - <input type="checkbox"/> Gas    or <input type="checkbox"/> Electric – Make/Model _____
<b>ACCESS FOR TRADESPERSON</b>	<input type="checkbox"/> A Dog is on premises. Tenant/s agree to restrain or remove for access.  <input type="checkbox"/> USE AGENCY KEY <input type="checkbox"/> CALL TO ARRANGE ACCESS  CONTACT No. _____ Best Time to call _____ Day _____ Time _____ <small>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.</small>
<b>TENANT SIGNATURE</b>	DATE:
<b>LODGEMENT</b>	THIS FORM MAY BE EITHER;  1. Lodged at Peter Currie Real Estate, 138 Scarborough Street, Southport 4215.  2. <b>Mailed:</b> PO BOX 888 Main Beach Q 4217, <b>Emailed:</b> info@currierealestate.com.au or <b>faxed:</b> 0755323444.  3. Left on kitchen bench on the date we have advised of an inspection.
<b>PRIVACY STATEMENT</b>	<small>We are an independently owned and operated business. We are bound by the National Privacy Legislation. We may be collecting personal information about you by various methods through the tenancy, to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors in the course of our duties.</small>
<b>AGENCY USE</b>	Date Received _____ Time _____ am/pm  <input type="checkbox"/> Maintenance request entered    (Initials _____)