Red Country
Real Estate

MAINTENANCE REQUEST FORM

TO LODGE MAINTENANCE REQUEST FORM
Lodge in person or via email to admin@red-country.com.au

PROPERTY ADDRESS:

_____

TENANT NAME/S:

_____

☐ A Lease Holder ☐ Approved Occupant

PREFERRED CONTACT METHOD:

☐ Mobile: _____ ☐ Email: _____

TYPE OF MAINTENANCE / REPAIR:

- ☐ I/We have tried to resolve the issue if safe practical to do so
- ☐ **URGENT** – if the property or person is in danger of damage or injury call 000. Please then call our agency **IMMEDIATELY** – 07 4654 2737 / 0477 777 545
- ☐ **NOT URGENT** – Please be aware our agency is to refer to the Landlord for instructions regarding the item/s and will advise the tenant of the outcome ASAP.

DESCRIPTION & DETAILS OF MAINTENANCE / REPAIR:

_____

_____

_____

_____

- ☐ I/We have attached photos taken to help describe the repair request.

COMPLETE WHERE APPLICABLE:

Hot Water: ☐ Gas ☐ Electric **Model #** _____

Stove: ☐ Gas ☐ Electric **Model #** _____

Oven: ☐ Gas ☐ Electric **Model #** _____

TENANT INSTRUCTION FOR CONTRACTOR TO ENTER:

- ☐ Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- ☐ Approval to enter via Agency Key with tradesperson to advise tenant of the day of entry.
- ☐ 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 charge. Please ensure a nominated person is at home to allow access.

TENANT NAME	**SIGNATURE**	**DATE**
_____	_____	_____