



General Maintenance Request Form

FORM 17

Date: _____ Time: _____ AM/PM

TENANT NAME:		PHONE NUMBER:	
EMAIL ADDRESS:			
PROPERTY ADDRESS:			
SUBURB:		STATE:	
		POSTCODE:	

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE Please be as specific as possible.

COMPLETE IF APPLICABLE

<input type="checkbox"/> Hot Water Model # _____	<input type="checkbox"/> Gas <input type="checkbox"/> Electric Model # _____	<input type="checkbox"/> Stove <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model # _____	<input type="checkbox"/> Oven <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model # _____
<input type="checkbox"/> Air Conditioning Unit Model # _____	<input type="checkbox"/> Dishwasher Model # _____	<input type="checkbox"/> Other	

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER

Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.

Approval for tradesman to enter with Agency key and 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 charged. Please ensure a nominated person is at home to allow access.

TENANT SIGNATURE

Name	Signature

PRIVACY STATEMENT: Please refer to the Privacy Statement included in your 'Moving In Kit'. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.



AGENCY USE			
DATE RECEIVED:		TIME RECEIVED:	AM/PM
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