

# HomeRentals queensland

## Maintenance Request Form

<b>TENANT NAME</b>			
<b>PROPERTY ADDRESS</b>			
<b>TENANT CONTACT NUMBERS</b>	<b>HOME</b>	<b>WORK</b>	<b>MOBILE</b>
<b>CAN THESE NUMBERS BE GIVEN TO TRADES PEOPLE</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>CAN KEYS BE SUPPLIED TO TRADESPEOPLE</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>MAINTENANCE ISSUES</b>	<b>EMERGENCY MAINTENANCE</b>	<b>YES / NO</b>	<b>PTO.</b>
1. ..... ..... ..... ..... .....			
2. ..... ..... ..... ..... .....			
<b>IN THE EVENT THAT ONE OF THE FOLLOWING ITEMS REQUIRES ATTENTION, PLEASE CIRCLE TO INDICATE IF IT IS GAS OR ELECTRIC</b>			
<b>STOVE</b>	<b>GAS / ELECTRIC</b>		
<b>OVEN</b>	<b>GAS / ELECTRIC</b>		
<b>HOT WATER SYSTEM</b>	<b>GAS / ELECTRIC</b>		
<b>TENANTS SIGNATURE:</b> .....		<b>DATE:</b> .....	
<b>OFFICE USE ONLY</b>	<b>TRADESPERSON CHECKED</b>	<b>OWNER NOTIFIED</b>	
	<b>YES / NO</b>	<b>YES / NO</b>	
<b>SPENDING LIMIT</b> .....	<b>TOTAL PRICE INVOICED</b> .....	<b>DATE ISSUED</b> .....	
<b>QUOTE PRICE</b> .....	<b>INVOICE NO.</b> .....	<b>DATE COMPLETED</b> .....	

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## Emergency and routine Maintenance

### **THE FOLLOWING LIST CONSTITUTES EMERGENCY MAINTENANCE**

- A burst water service
- A Gas leak
- A blocked or broken lavatory service
- A serious roof leak
- A dangerous electrical fault
- Flooding or serious flood damage
- Serious storm, fire or impact damage
- A failure or breakdown to the gas, electricity or water supply to the premises
- A failure or breakdown of an essential service or appliance premises for heating, hot water or cooking
- A fault or damage that makes the premises unsafe or insecure
- A fault or damage likely to injure a person, damage property or unduly inconvenience a resident of the premises.
- A serious fault in a staircase, lift or other common area of premises that is likely to unduly inconvenience a resident in gaining access to, or using the premises

### **THE FOLLOWING LIST CONSTITUTES ROUTINE MAINTENANCE**

- All other maintenance that is not mentioned above
- (excludes changing a light bulb)
- (excludes damage caused by the Tenant)