



HomeRentals Queensland

The First Name in Property Management



Maintenance Request Form

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



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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)