

MAINTENANCE REQUEST FORM

Date: _____

Address of Property: _____

Tenant Name/s : _____

Contact No/s: _____ (m) _____ (h) _____ (w)

Email: _____

The following repair items require attention:

1.	
2.	
3.	

Please note: If the repairs needed are for an appliance, please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising the repair.

I hereby authorise Caboolture Property Management and Sales, its employees and trades persons to use the keys to the above property held by Caboolture Property Management and Sales to gain access to, investigate and if applicable, carry out the repairs at the above property, without the need for further notice to me.

I do not authorise Caboolture Property Management and Sales, its employees or trades persons to use the keys to the above property held by Caboolture Property Management and Sales and undertake to personally provide access to the property at a time to be advised by Caboolture Property Management and Sales trades persons. I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by Caboolture Property Management and Sales contractors for travelling to and from the property.

I acknowledge that my contact information may be provided to either the trades persons engaged by Caboolture Property Management and Sales or the owner of the property to facilitate contact in order to carry out the repairs.

Tenant Signature

Tenant Signature

Office Use Only

Date Received	Owner Contacted	Instructions

The logo for CPMS (Caboolture Property Management and Sales) is located at the bottom right of the page. It consists of the letters "CPMS" in a bold, white, sans-serif font, centered within a solid red rectangular background.