34 Primrose Street, Belgian Gardens
Townsville Qld 4810
Phone: (07) 4721 6566
Fax: (07) 4721 6877
Email: bayside@email.propertyme.com
Website: www.baysiderealtytownsville.com.au

# Tenant maintenance and request form

| | |
|---|---|
| | **Tenant Reference Number (Office Use Only):** |
| **Name of Tenant/s** | |
| **Property Address** | |
| **Mobile** | **Phone** |
| **Email** | **Other Number** |
| **Please provide information below of maintenance required or request in accordance with the Standard Terms of the General Tenancy Agreement (Form 18a). Please provide as much detail as possible.** | |
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| **Please indicate instructions below regarding gaining entry to the Property.** | |
| Third Party can gain entry with agency keys | Yes / No |
| Third Party to phone to arrange an agreed time | Yes / No |
| Other Instructions (if any) | |

Please note that Third party means a contractor/tradesperson or other third party required to carry out works. Your name and contact details will be provided to the third party in order to carry out the required works. The Third Party will endeavour to do all they can to arrange an agreed time however this is not guaranteed. After hours and weekend services most likely cannot be arranged. Most services will be during business hours Monday to Friday.

| **Signature of Tenant/s** | **Date** |
|---|---|
| | |

| **OFFICE USE ONLY** | **Yes** | **No** | **Date** | **Name of PM** |
|---|---|---|---|---|
| Maintenance actioned – lessor notified and instructions requested | | | | |
| Tenant advised of action taken | | | | |
| Lessor followed up if necessary | | | | |
| Tenant advised of action taken after lessor follow up | | | | |
| Work order issued (or other action taken) | | | | |
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