Smart Real Estate (QLD) Pty Ltd

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**TENANT MAINTENANCE REQUEST FORM**

**TEANT REF #:**

**PROPERTY ADDRESS:**

**TENANT NAME/S:**

**DATE:**

**PHONE HOME: **

**PHONE MOBILE:**

**PHONE WORK: **

**EMAIL / FAX:**

 **MAINTENANCE REQUIRED: (e.g. Leaking tap)**

**LOCATION OF MAINTENANCE ISSUE: (e.g. kitchen)**

**DETAILS OF ISSUE:**

**ACCESS DETAILS:**

**I/WE AUTHORISE YOU TO ISSUE A KEY TO A TRADESMEN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Tenant/s Signature)**

I/WE

**OFFICE USE ONLY**

REQUESTED RECEIVED BY: EMAIL / FAX / MAIL / ROUTINE INSPECTION ON: / /

CONTACTED OWNER: Y/N ON: / / OWNERS INSTRUCTIONS:

QUOTE NEEDED: Y/N REQUEST SENT ON: / / QUOTE RECEIVED ON: / /

SENT FOR APPROVAL: Y/N APPROVED ON: / /

REQUEST SENT ON: / / Creditor's Name:

PUT IT CONSOLE ON: / / INVOICE RECEIVED: / /

ACTIONED BY: