

Elders Real Estate Woodford/Kilcoy
ABN 52 262 597 954
119 Archer Street
WOODFORD QLD 4514
Phone: 07 5496 1666
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MAINTENANCE REQUEST FORM

All general maintenance must be reported to our office in writing for us to gain approval from the Landlord in order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office.

IN THE EVENT OF AN EMERGENCY CONTACT OUR OFFICE IMMEDIATELY.

Property

Address: _____

Maintenance requested (please be as specific as possible- Where it is located/how long it has been an issue/when or how it occurred):

Make/ Model of Appliance If Applicable

Access to property:

Take office key

Tenant will be home

Call Tenant to arrange

Name: _____

Date: _____

Signature: _____