

MAINTENANCE REQUEST FORM

Date

TENANT DETAILS

Name	<input style="width: 90%;" type="text"/>
Email	<input style="width: 90%;" type="text"/>
Preferred Contact Number	<input style="width: 90%;" type="text"/>
Property Address	<input style="width: 90%;" type="text"/>

TYPE OF REPAIR OR MAINTENANCE

URGENT	<p>Please phone our agency immediately on 0499 370 712. The following are examples of URGENT maintenance:</p> <ul style="list-style-type: none"> Blocked/overflowing toilet system/sewerage Burst water main or pipe A dangerous electrical fault Flood/storm/fire damage Failure of electricity or water supply to the premises <p>Emergency! If the property or person is in danger of damage or injury, call 000.</p>
NOT URGENT	<p>Not an emergency. Please be aware our agency is to refer to the landlord for instructions regarding the item/s and will advise the tenant of the outcome as soon as possible.</p>

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE

If possible, please attach photos to help describe the repair request.

ACCESS INSTRUCTION

<input type="checkbox"/>	Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
<input type="checkbox"/>	Approval to enter using agency key with tradesperson to advise tenant of day of entry.
<input type="checkbox"/>	Tenant/s to be present. Tradesperson is to call the tenant to arrange time. <i>Please be aware that if the tenant arranges a time with the contractor but is not home as planned, the tenant may be responsible for any call out fees charged.</i>

Email the completed form to: property@jabirupropertyservices.com.au