



Wizard

Real Estate Agency

PO Box 1022, Morayfield, QLD, 4506
Ph:07 3204 2848 - Mobile: 0422 824 866
rentals@wizardrealestateagency.com.au

Maintenance Request Form

All maintenance must be in writing.

PROPERTY ADDRESS: _____

DATE: _____ BEST CONTACT NUMBER: _____ BEST TIME TO CALL: _____

TENANT NAME: _____

TYPE OF REPAIR OR MAINTENANCE

- URGENT** – Emergency! If the property or person is in danger of damage or injury - PLEASE PHONE OUR AGENCY IMMEDIATELY – Wizard Real Estate Agency.

DESCRIPTION AND DETAILS OF THE MAINTENANCE REQUIRED - **Please be as specific as possible.**

COMPLETE IF APPLICABLE:

Hot water: Gas or Electric

Stove: Gas or Electric

Oven: Gas or Electric

Model: _____ Model: _____ Model: _____

INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OF QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- Approval to enter via Agency key with tradesperson to advise Tenant to arrange time.
- Tenant/s to be present. Tradesperson is to call Tenant to arrange time.

*** Please be aware that if the Tenant arranges a time with the contractor but is not home as arranged the Tenant may be responsible for the call out fee charges. Please ensure a nominated person is at home to allow access.**

TENANTS SIGNATURE: _____

AGENCY USE: _____

APPROVED BY OWNER: YES OR NO