



TENANT MAINTENANCE REQUEST FORM

Building 8, 107 Miles Platting Road, Eight Mile Plains QLD 4113

Ph: (07) 3456 4240 Fax: (07) 3456 4295

Email: maintenance@ticrealty.com.au

TENANT INSTRUCTIONS

PLEASE PRINT IN TALL, BLACK CHARACTERS FOR EASY FAXING

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and fax, post, email or deliver to this office as per above contact details.

In the event of an emergency repair contact our office immediately!

Once we have received the request either our office or a tradesperson will contact you.

Date: _____

Time: _____

Property Address: _____

Problem (if the problem relates to an appliance please include make and model):

Problem Location: _____

ACCESS DETAILS

Tenant Name(s): _____

Phone Home: _____ Work: _____

Phone Mobile: _____

Access to Property: Take office key Tenant will be home

Tenant preferred date and time: _____

I hereby authorise your office and/or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair.

Tenant Signature: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Received By: _____

Work Assigned _____
Tradesperson/Company Assigned