

Maintenance request

TO LODGE REPAIR REQUEST FORM

1. Scan and email to admin@bowmakerrealty.com.au or via our website www.bowmakerrealty.com.au.
2. Lodge in person at our office 9c 4 BURKE CRESCENT, NORTH LAKES QLD 4509
3. Fax to 07 3480 5892
4. If our Agency is required to inspect work completed by a Contractor, an RTA Form 9 Entry Notice will be issued following completion of the work.

DATE: PROPERTY ADDRESS:

TENANT DETAILS

NAME:

PHONE/S: EMAIL:

TYPE OF REPAIR OR MAINTENANCE

- URGENT** - Emergency!
If the Property or Person is in danger of damage or injury, PLEASE PHONE OUR AGENCY IMMEDIATELY
- Bowmaker Realty 07 3480 5366
- NOT URGENT** - ie Not an emergency.
NB: Please be aware our Agency is to refer to the Lessor for instructions regarding the item/s as advised
and will advise the Tenant of the outcome ASAP.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible*

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COMPLETE IF APPLICABLE

HOT WATER Gas Electric **STOVE** Gas Electric **OVEN** Gas Electric

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR 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 of the day of entry
- Tenant/s to be present. Tradesperson is to call Tenant to arrange time.

*Please note we DO NOT control the Tradespersons work schedule and 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 charged. Please ensure a nominated person is at home to allow access.

*Any repairs that are deemed necessary due to tenant mis-use, mis-operation or negligent management or practice by the tenant will be at the tenants' expense and an invoice will be forwarded for immediate payment.

*Should it be confirmed by the attending service provider the reported fault did not exist at the time of the attendance the cost of the attendance may also be at the tenants' expense.

Tenant Name:

Signature:

Date:

AGENCY USE

Date received:

Time Received am / pm:

Property Manager: