



112A Charters Towers Road
Hermit Park, QLD, 4812
p: (07) 4724 0577 f: (07) 4724 0588
e: admin@thinkpinkproperty.com.au
www.thinkpinkproperty.com.au

MAINTENANCE REQUEST FORM

PROPERTY	Address _____ Property Manager _____
TENANT Contact info	Name _____ Phone _____ Mobile _____
REPAIR ADVICE <i>Please provide as much detail as possible so we can arrange appropriate action</i>	THIS REQUEST IS: <input type="checkbox"/> URGENT – An emergency or the property is in danger of damage <input type="checkbox"/> NOT URGENT – Not an emergency _____ _____ _____ _____ IF APPLICABLE: HOT WATER <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC-MAKE-MODEL _____ STOVE <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC-MAKE-MODEL _____ OVEN <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC-MAKE-MODEL _____ OTHER MAKE/MODEL _____
ACCESS FOR TRADESPERSON	ACCESS FOR TRADESPERSON A dog is on the premises. Tenant/s agrees to restrain or remove for access. <input type="checkbox"/> Use Agency key <input type="checkbox"/> Call to arrange access <i>Please be aware that if a booking is made with Contractor and access is not available, as arranged with tenants, you may be responsible for the call out fee. Please ensure a nominated person is home to allow access.</i>
TENANT SIGNATURE	
LODGEMENT	THIS FORM MAY BE EITHER: 1. Emailed to admin@thinkpinkproperty.com.au 2. Lodged in person at Think Pink Office 3. Mailed to our office (as above) 4. Left on kitchen bench on the date we have advised of an Inspection will be carried out and we will collect it.
AGENCY USE	Date received _____ Time _____ am/pm <input type="checkbox"/> Lesser Instructions attached <input type="checkbox"/> Work order attached <input type="checkbox"/> Emergency – Actioned and under control