

Maintenance Request Form

Lockyer Valley Real Estate

Property Details

Property Address _____
 Tenant Name _____
 Tenant Phone Number _____

Maintenance Required

It is the tenant’s responsibility to read the operational manuals for the correct operation of all appliances in the property. Should a technician be called due to an appliance failure, it is the Landlords responsibility for that payment of that repair however if it is tenants misunderstanding of the working of the appliance, the tenant will be responsible for any expenses incurred.

The tenant is aware that should the tradesman contracted to complete the maintenance cannot get in contact with you; they will collect the master keys from this office to complete the work.

Tenant acknowledgement

Tenant Sign _____
 Date / / 2019

Office Use

Owner Notified _____
 Owner Instructions _____
 Trade _____
 Status Quote Work order Complete