



Broadbeach

TENANT MAINTENANCE REQUEST

Date: _____ Date Received: _____

Tenant/s: _____

Address: _____

Phone: Home: _____ Work: _____

Mobile: _____ Fax: _____

Details of Maintenance Required:

If an appliance: Make & Model should be included

***Please note: if the section below is not signed, we are unable to arrange repairs.
The new Privacy Laws prohibit us giving your details out unless signed.***

I authorize Raine & Horne Broadbeach to refer my details to an arranger of:

**Utilities (to arrange connection or transfer of telephone, gas, electricity etc.)
Tradesperson (for emergency and routine maintenance)**

Signed by Tenant: _____ Date: _____

Tenant Authorisation

I/We hereby authorize Raine & Horne Broadbeach and or the repairers to enter the property with the keys in order to carry out the necessary maintenance.

OR

Please ask the tradesperson to contact me on the above numbers to arrange a time suitable to meet me at the property.

Signed by Tenant: _____ Date: _____

If the nature of the repair is urgent (i.e. plumbing or electrical) please contact our office by phone as soon as possible and we will tend to it immediately. Alternatively please fax this completed form to our office for attendance to the maintenance required.