

# MAINTENANCE REQUEST



## TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to **Cartwright Property Group**  
**165 Long Street East, Graceville QLD 4075**  
Fax to 07 3278 6237
2. Scan and email to [rentals@cartwrightpg.com.au](mailto:rentals@cartwrightpg.com.au)
3. Leave on kitchen bench on inspection date as per Entry Notice issued.
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.

**LODGEMENT DETAILS**      Date Lodged      Property Manager Name

## PROPERTY ADDRESS

**TENANT DETAILS**      Name

Preferred method of contact

I am

Home phone     Work Phone     Mobile number     Email address     A Lease Holder     Approved occupant

Home phone number

Work phone number

Mobile number

Email address

## TYPE OF REPAIR OR MAINTENANCE

- URGENT** – Emergency! If the Property or Person is in danger of damage or injury,  
**PLEASE PHONE OUR AGENCY IMMEDIATELY – 07 3373 5800 OR A/H ON 0407 368 257**
- 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.*

## COMPLETE IF APPLICABLE

**Hot Water**     Gas     Electric  
Model

**Stove**     Gas     Electric  
Model

**Oven**     Gas     Electric  
Model

## 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 be aware that 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.

Best Contact Number

Best Day to call

Best Time to call

Between

and

## TENANT SIGNATURE

Name	Signature	Date

## AGENCY USE

Date received	Time Received	am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency – complete REP12	<input type="checkbox"/> Waiting approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Tenant Sent Repair Status Advice – REPO5	<input type="checkbox"/> Lessor Instructions Attached	<input type="checkbox"/> Work Order attached