**Repairs and Maintenance Request Form**

All maintenance requests **MUST** be received in writing.

**Address:** 224 Victoria Street, Mackay Qld 4740 **Email:** [mackaypmassist@exploreproperty.com.au](mailto:mackaypmassist@exploreproperty.com.au) **Fax:** 07 4898 1931 **Phone:** 07 4898 1909

**DETAILS**

Date: \_\_\_\_ */\_\_\_\_ /*

Property address: Tenants name: Tenants contact no.:

**MAINTENANCE**

Plumbing Electrical General Repairs Other, specify: Model of Appliance if applicable:

**COMMENTS**

**ACCESS TO PROPERTY**

Please choose one of the following options regarding the tradespersons access to carry out maintenance at the property

The tradesperson can collect keys from Explore Property and attend the property without me being present I wish to be present when the tradesperson attends the property

**OFFICE USE ONLY**

Date received: / /

Received by: Landlord name:

URGENT NOT URGENT

Tradesperson Organised: Work Order Sent: