

Maintenance Request Form

Please remember all maintenance requests are to be made in writing. Send your request to:
sueward@oneagency.com.au or 518 Gympie Road Strathpine

Property Address

Name/s

Preferred Contact Method Phone Email

Phone

Email

Nature of request Electrical Plumbing Security Glazier General Repair

Please give a detailed description of request

Make & Model of appliance (if applicable)

Make

Model

The tradesperson can enter the property with our agency keys if you are not present when the tradesperson is available to carry out the maintenance or repairs.

- Yes, I agree to allow the tradesperson to enter the property with the office set of keys and give permission for my contact details to be given to the tradesperson to arrange a suitable entry time.
- No, I would prefer to be at home when this is carried out and give permission for my contact details to be given to the tradesperson to arrange a suitable entry time. *(Please note that you may be required to pay the call-out fee should you not be home when the tradesperson arrives on the agreed day and time).*
- Please send me a Form 9 Entry Notice. *(Time and date of entry will be arranged through your Property Manager and a F9 will be issued).*

Signature

Date

Office Use Only		
Date Received	Received By	
Enter to PropertyMe <input type="checkbox"/>	Scan copy to file <input type="checkbox"/>	Sent request to owner <input type="checkbox"/>