

Noosa Heads P: 5447 3999 F: 5447 2250
Coolum Beach P: 5471 6055 F: 5446 3895
Gympie P: 5482 5122 F: 5482 7588



TENANT MAINTENANCE REQUEST FORM

Property address:

Tenant name: Date:

Phone (w) (mob) (h)

Email

If an EMERGENCY – PLEASE PHONE FIRST and then confirm in writing

REPAIRS / MAINTENANCE

Please be specific and give full details – please not model numbers where possible, also if gas or electric

.....
.....
.....
.....
.....
.....
.....
.....
.....

PROPERTY ACCESS

Use agent's key and enter at the convenience of the tradesperson YES/NO

Phone me between and am/pm to make an appointment to enter YES/NO

OFFICE USE ONLY

Owners approval / comments

.....
.....
.....

It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs/complaints to be attended to, please complete this form and email, fax, post or deliver to our office. Either a representative or our office or a tradesperson will then be in contact with you.