

MAINTENANCE REQUEST FORM

PRIVACY NOTICE: Anglicare Central Queensland is collecting the personal information you supply on this form for the purpose of actioning your property maintenance request. Your personal details will not be disclosed to any other person or agency external to Anglicare Central Queensland without your consent unless required or authorised by law.

All general maintenance must be reported to our office.

In the event of an Emergency Repair please contact the Property Management Team immediately on (07) 4837 5300.

1. Tenant Details			
Name/s			
Property Address			
Phone:		Email:	
Signature		Date:	
<i>Email is the property team's preferred contact method. By including your email you agree to being contacted electronically as per Electronic Communications Agreement.</i>			
<i>I/We also acknowledge that by signing this maintenance request we agree to be responsible for call out fee if it is found to be a user error - eg. Tenant's appliance is tripping the safety switch</i>			

2. Details about maintenance required
Please provide information below of maintenance required or request in accordance with the Standard Terms of the General Tenancy Agreement (Form 18a). <u>Please provide as much detail as possible.</u>
<i>If the repair relates to an appliance please include make and model number</i>

Send completed forms to: property@anglicarecq.org.au or return to your Anglicare Office.

3. Office Use Only	
Job Type	<input type="checkbox"/> Emergency <input type="checkbox"/> Routine <input type="checkbox"/> Planned/Preventative
Recorded in Console:	<input type="checkbox"/>
Lessors notified and instructions requested:	<input type="checkbox"/>
Tenant advised of action taken after Lessors follow up:	<input type="checkbox"/>
Contractor contacted and engaged. Updated in Console.	<input type="checkbox"/>
Invoice received. Console updated. Work order completed	<input type="checkbox"/>