

# MAINTENANCE REQUEST FORM

## TO LODGE REPAIR REQUEST FORM

1. Lodge in person at reception
2. Email to [info@shielsproperty.com.au](mailto:info@shielsproperty.com.au)
3. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

### LODGEMENT DETAILS

Date  
Lodged

Property Manager  
Name

### PROPERTY ADDRESS

### TENANT DETAILS

Name

I am

☐ A Lease Holder

☐ Approved occupant

### CURRENT EMAIL ADDRESS

### PREFERRED CONTACT METHOD

☐ Home phone

☐ Work Phone

☐ Mobile number

☐ Email address

Home phone number

Work phone number

Mobile number

Email address

### TYPE OF REPAIR OR MAINTENANCE

- ☐ I/We have referred to the **Trouble Shooting Guide** in the Tenant Pack and have tried to resolve issue if safe and practical to do so.
- ☐ **URGENT** – Emergency! If the Property or Person is in danger of damage or injury, call 000.  
**PLEASE PHONE OUR AGENCY IMMEDIATELY**
- ☐ **NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Landlord for instructions regarding the item/s and will advise the Tenant of the outcome ASAP.

### DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible and attach photos or extra page if required.*

☐ I / We have attached photos taken to help describe the repair request.

### COMPLETE IF APPLICABLE

**Hot Water**  
Model #

☐ Gas

☐ Electric

**Stove**  
Model #

☐ Gas

☐ Electric

**Oven**  
Model #

☐ Gas

☐ Electric

### 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.

### TENANT SIGNATURE

Name	Signature	Date

### AGENCY USE ONLY

Date Received	Time Received	am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency – Actioned and Under Control	<input type="checkbox"/> Waiting Approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Landlord Instructions Attached	<input type="checkbox"/> Work Order Attached	