



Tenant Maintenance Request Form

All routine repairs or maintenance **must be reported in writing**. Please complete this form and deliver to our office or send by:

- 1) Fax: Maleny – 07 5494 2858
- 2) Post: MPM, PO Box 842, Maleny Qld 4552, or MPMSE, Shop 4 Maleny Street, Landsborough Qld 4550.
- 3) Email: receptionlandsborough@mpmre.com.au

In the event of an emergency contact the Property Manager immediately on 0412 587 129 (24 hour service). The definition of emergency repairs includes things like:

- Burst water service
- Blocked or broken lavatory service
- Serious roof leak
- Gas leak
- Dangerous electrical fault
- Flooding
- Serious storm, fire or impact damage
- Failure or breakdown of the gas, electricity or water supply to premises
- Failure or damage likely to injure a person or damage property
- Fault or damage that makes the premises unsafe or insecure

Tenant/s Name: _____

Address: _____

Contact Details: _____

Description of Repairs/Maintenance: _____

Trouble Shooting:

No power – have you checked the safety switch and all of your appliances

No hot water – is the water coming out of the taps cold or is there no water coming out of the taps at all

If the repair relates to stove, oven, or hot water service please make a note of the make and model # and also if it is a gas or electric appliance.

If the repair relates to fridge, microwave, dishwasher, washing machine, dryer or air conditioning please make a note of the make and model #, if known.

I/we the tenant/s, upon signing this form, consent to the passing of my/our name and contact details onto tradespeople/ contractors for the sole purpose of gaining access to the property in order to complete any required maintenance and or quotes.

Select one of the following options:

- Contact tenant first [contact number/s above]
- Take office key

Signature/s: _____ Date: _____

Filename: maintenance request - Maleny & Landsborough
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