



# 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) **Post:** MPM, PO Box 842, Maleny Qld 4552, or MPMS, Shop 4 Maleny Street, Landsborough Qld 4550.
- 2) **Email:** reception@mpmre.com.au

In the event of an **emergency only** contact the Property Manager immediately on 0458 987 129 (24 hour service) or 07 5494 1577. 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Troubleshooting:

**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?

**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.

**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: \_\_\_\_\_