

Maintenance Request Form



Property: _____

Date: ____/____/____

Time: _____ am pm

Contact Details:

Tenant Name: _____

Work ph: _____ Home ph: _____

Mobile ph: _____ Email: _____

EMERGENCY ROUTINE REQUEST ONLY

I *DO / DO NOT give permission for keys to be given to trades people.

(*cross out which one does not apply)

Do you have a dog? _____ How will safe access be arranged? _____

Repairs/Maintenance Required (Please give **DETAIL**): _____

STOVE MODEL: ELECTRIC GAS

HOT WATER SYSTEM : ELECTRIC (Is it full?) GAS (Is the pilot light on?)

This Form May be Either:

1. Lodged in person at Louise Griffin Property Management, Shop 4, 72 Old Cleveland Rd, Stones Corner QLD 4120
2. Mailed to us at PO Box 1323, Coorparoo Qld 4120
3. Faxed to us on 3847 1257
4. Lodge electronically via our website, www.louisegriffin.com.au
TENANTS> MAINTENANCE REQUEST PDF or MAINTENANCE ONLINE.
5. Or forward the required details to us at maintenance@louisegriffin.com.au

<i>Office Use Only</i>	<i>Completed Date/Staff Initial</i>
Date work order generated	
Owners Name	
Lessor spend limit	
Lessor authority requested / approved	
enant Advised	