



530 MILTON ROAD, TOOWONG QLD 4066

(PO Box 1733, TOOWONG QLD 4066)

Phone: 07 3371 2011 Fax: 07 3371 5722

Email: rentals@arthurconias.com.au

Web: www.arthurconias.com.au

PROPERTY MANAGEMENT & RENTALS

PROPERTY MAINTENANCE FORM

All repairs or maintenance must be submitted in writing via fax, post or hand delivery as soon as possible. Your property manager or a tradesperson will be in contact with you.

DATE: _____ **PROPERTY MANAGER:** _____

PROPERTY ADDRESS _____

TENANT NAME/S _____

PHONE _____ **WORK/MOBILE/HOME**

NATURE OF PROBLEM – PLEASE BE SPECIFIC:

PLEASE TICK ONE OF THE FOLLOWING IN REGARDS TO ENTRY:

- Use office keys and enter at your convenience
- Please phone me beforehand to organise an appointment to enter.

PLEASE CIRCLE THE RELEVANT INFORMATION:

- A) Stove: GAS / ELECTRIC
- B) Oven: GAS / ELECTRIC
- C) Hot Water: GAS / ELECTRIC
- D) Has your Hot Water System been topped up? YES/NO
- E) Have the fuses been checked: YES/NO

TENANTS CONFIRMATION

I/We hereby authorise your office and/or the tradesperson to enter the property as above in order to view or carry out repairs

Tenants Signature/s:

_____ Date: _____
_____ Date: _____