

Repairs and Maintenance Request Form

All maintenance requests **MUST** be received in writing.

Address: Suite G07/45 Victoria Street, Mackay Qld 4740

Email: pm@focusonmackay.com.au

Phone: 07 4863 4740

DETAILS

Date: / /

Property address: _____

Tenant's name: _____

Tenant's contact no.: _____

MAINTENANCE

Plumbing

Electrical

General Repairs

Other, specify: _____

Model of Appliance if applicable: _____

COMMENTS

ACCESS TO PROPERTY

Please choose one of the following options regarding the tradespersons access to carry out maintenance at the property

The tradesperson can collect keys from Focus on Mackay and attend the property without me being present

I wish to be present when the tradesperson attends the property

OFFICE USE ONLY

Date received: ____/____/____

Received by: _____

Landlord name: _____

URGENT _____

NOT URGENT _____

Tradesperson Organised: _____

Work Order Sent: _____