

MAINTENANCE REQUEST FORM

Rental Property: Date Requested:

Tenant Name(s):

Home Phone: Work Phone: Mobile Phone:

Items in need of Maintenance

1.
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2.
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3.
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4.
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Instructions to Access Rental Property

- The tradesperson may enter the premises but I wish to be contacted first in order to confirm this.
- The tradesperson may enter the premises. Don't contact me.
- I wish to be present when the tradesperson is at the property. Please ask the tradesperson to contact me.
- I wish to be served an *Entry Notice (RTA Form 9)* with the statutory 24 hours notice before a tradesperson enters the property.

Other Instructions:
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I/We the applicant(s) authorise Inner Brisbane Realty to disclose relevant personal information about me/us to relevant tradespeople contracted to carry out maintenance that I have requested at the property referred to in this form.

Applicant(s) Signature: _____ Date: _____

Received By: _____ Date: _____

Office Use Only

Owner's Name:

Owner's Contacts: Home: Work: Mobile: Fax:

Authorisation Details: Tenant's Bond

Tradesman: Tenant's Expense

Date Issued: Owner's Expense