



Maintenance Request Form

Property: _____

Tenant: _____

Date: _____

Contact details:

Name: _____

Relationship to tenant: _____

☎ Work: _____ ☎ Home: _____

☎ Mobile: _____ Email: _____

Repairs requested:

How long has this condition existed?

Can our tradesperson enter if you are not there? Yes / No (circle one)

If not, what is your preferred day and time for repair? _____ at _____ am/pm

This form may be either:

- Lodged in person
- Mailed to PO Box 4669 Springfield Central QLD 4669
- Email to pm1@rentalinvest.com.au

Thank you for reporting this matter to our office.

Someone will be in touch with you within one business day to advise what action will be taken.