

**REPAIR REQUEST**  
PROFESSIONALS TOOWOOMBA CENTRAL  
PH 07 4638 5955 FAX 07 4639 4643

All general maintenance **MUST** be reported to our office in writing as soon as practicable.

In the event of an emergency repair, contact our office (4638 5955) **IMMEDIATELY** or phone 0429 795 985.

Once the repair has been authorised, either our office or a tradesperson will contact you.

Date \_\_\_\_\_ Time \_\_\_\_\_

Address of Property \_\_\_\_\_

\_\_\_\_\_

Tenants Name (s) \_\_\_\_\_

Daytime contact number 1. \_\_\_\_\_ 2. \_\_\_\_\_

Authorised for tradesperson to use security keys Yes/No

Do you have a dog YES / NO Type: \_\_\_\_\_ Secured YES / NO

Nature and specific location of fault/repair: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HWS Repair: Make \_\_\_\_\_ Model \_\_\_\_\_ Gas/Electric \_\_\_\_\_

*Please be advised that any maintenance or repair other than essential or emergency repairs will be at the discretion of the landlord*

\*NB: If a tradesperson is sent to attend to a repair and no fault is found or the repair is from tenant negligence, the tenant will be responsible for the FULL PAYMENT of the invoice.

OFFICE USE ONLY

LOGGED: \_\_\_\_\_ URGENT: YES/NO RECEIVED BY: \_\_\_\_\_

OWNER CONTACTED: TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNERS INSTRUCTIONS:

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TRADESPERSON SENT \_\_\_\_\_ CONTACT NO \_\_\_\_\_

CONFIRMATION TO TENANT YES/NO DATE SENT: \_\_\_\_\_

