

HUGO ALEXANDER

PROPERTY GROUP



MAINTENANCE REQUEST FORM

REPAIRS AND MAINTENANCE

Please note that as per the Residential Tenancies Act, all non-urgent requests for repairs and maintenance will be attended to within 14 days. Any requests for improvements will happily be put forward to the landlord for their consideration.

URGENT REPAIRS

Please note that Hugo Alexander Property Group constitutes a repair to be urgent as per the meaning set out by the Residential Tenancies Act. You can obtain a full list of what is considered urgent by visiting www.rta.qld.gov.au

COMPLETING THE REQUEST FOR MAINTENANCE FORM

Once you've completed the request for routine maintenance form please forward it in person to our office or via email below:

Hugo Alexander Property Group | Level 1, 82 Vulture Street, West End QLD.

Email: pm@hugoalexander.com.au

Request for Routine Maintenance Form

Tenant to complete and submit this form to the agency

AGENCY

NAME OF AGENCY:

We Sell Brisbane Pty Ltd ACN 149834748 T/A Hugo Alexander Property Group

PROPERTY MANAGER:

Trent McDermott

ADDRESS: PO BOX 5868

SUBURB: West End

STATE: QLD

POSTCODE: 4101

PHONE:

0417 007 001

MOBILE:

0421 205 324

FAX:

EMAIL:

trent@hugoalexander.com.au

TENANTS

PROPERTY ADDRESS:

SUBURB:

STATE:

POSTCODE:

NAME OF TENANT/S:

PHONE:

MOBILE:

FAX:

EMAIL:

PHONE:

MOBILE:

FAX:

EMAIL:

PHONE:

MOBILE:

FAX:

EMAIL:

PHONE:

MOBILE:

FAX:

EMAIL:

Please provide the **complete** details of the maintenance required and any further information deemed relevant to this matter.

I/we the Tenant/s, upon signing this form, consent to the passing of my/our name and contact details onto tradespeople/contractors for the sole purpose of gaining access to the property in order to complete any required maintenance and or quotes as per the Lessor instructions.

I/we

☐

Consent

☐

Do not consent

← Please select one

To tradespeople/contractors gaining entry to the property by using keys supplied by the office only after I/we have been notified of a date and entry time. Alternative arrangements via appointment during business hours can be otherwise arranged with the tradesperson direct.

SIGNATURES

Tenant/s: _____ Date: _____ Tenant/s: _____ Date: _____

Tenant/s: _____ Date: _____ Tenant/s: _____ Date: _____

INITIALS

000009950362