

Tenant Request.

Maintenance / Repairs Form

It is a policy of our office that all repairs or maintenance request must be in writing and posted, emailed or faxed to our office as soon as possible. We only accept emergency repairs by phone.

Tenant Name: _____

Property Address: _____

Contact Phone: _____

Nature of problem: _____

If the repair relates to any of the following appliances please list the make and model

Stove	Washing Machine
Oven	Fridge
Cooktop	Dryer
Dishwasher	Air Conditioner
Hot Water Elec Gas	Microwave

If this is an emergency, please dial **000** and then immediately phone your Property Manager.
Tenant Signature: _____ Date: _____

Send to: Hall & Co Property, 133B Victoria Street, Mackay (Po Box 737) QLD 4740
Fax: (07) 4957 7733 / Email: reception@hallandcoproperty.com.au