

REPAIR/MAINTENANCE REQUEST FORM

All maintenance and repair requests must be reported as soon as possible.

Tenant Name: _____ Date: _____

Property Address: _____

Phone Number: _____

Email Address: _____

Please note, for all urgent matters please call the office immediately on 07 3392 8848. If the matter is urgent after hours, please contact the emergency contractors listed on page 2 of your General Tenancy Agreement or 0408 798 951.

Maintenance/Repairs Required

Please provide as much detail as possible – including make, model and serial numbers for appliances

I/we the tenant/s, consent to the passing of my/our name and contact details to contractors for the sole purpose of gaining access to the property to complete any required maintenance or quotes as per the instruction of Jacaranda Housing.

CONSENT **DO NOT CONSENT**

I/we the tenant/s, consent to 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 appointments during business hours can be otherwise arranged with the contractor/s direct. I/we understand the contractor and Jacaranda Housing are bound by the Information Privacy Act 2009.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

JACARANDA HOUSING USE ONLY

Received By:	Date:
Approved:	
Quote Requested <input type="checkbox"/>	Work Ordered <input type="checkbox"/>
Completed:	Date:

This completed form can be emailed to info@jacarandahousing.com.au or posted to PO Box 64, Brisbane Market, Rocklea, QLD, 4105.