



CBS PROPERTY GROUP

METROPOLITAN - REGIONAL - HOLIDAY

MAINTENANCE REQUEST FORM	DATE:
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How to submit your maintenance request form : 1. Australian Post – Po Box 385, Fortitude Valley QLD 4006 2. Drop into our office – 134 Wickham Street, Fortitude Valley QLD 4006 3. Email – info@cbsproperty.com.au	
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URGENT <input type="checkbox"/> ** EMERGENCY! If the property or person is in danger of damage or injury, PLEASE PHONE OUR OFFICE IMMEDIATELY **	NON-URGENT <input type="checkbox"/> ** Please be aware that our Agency is to refer to the Lessor for instructions regarding the item/s as advised and will advise the Tenant of the outcome ASAP **
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Property Address:	
Tenant Name:	
Contact Phone #:	Secondary Phone #:

Description and Details of Repair or Maintenance:

Complete (if Applicable)				
Hot Water	Gas	<input type="checkbox"/>	Electric	Model:
Stove	Gas	<input type="checkbox"/>	Electric	Model:
Oven	Gas	<input type="checkbox"/>	Electric	Model:

Tenant Instructions		
Approval of Tradesperson to enter property via Agency Key with Tradesperson to advise Tenant of day and time	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Tenant to be present at property for maintenance repairs	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Tenants Approval			
Tenant Name:	Signature:	Date:	Phone Number: