



## MAINTENANCE REQUEST FORM

IT IS THE POLICY OF OUR OFFICE THAT ALL MAINTENANCE REQUESTS SHOULD BE MADE IN WRITING, AND AS SOON AS POSSIBLE.

FOR YOUR REQUEST TO BE ATTENDED TO, PLEASE COMPLETE THE FOLLOWING AND SEND TO US IN ONE OF THE FOLLOWING WAYS:

**Fax:** 3316 2777

**Post:** PO BOX 785, BULIMBA QLD 4171

**Email:** rentals@australianpropertycentre.net.au

When you phone us with a request it will not be attended to unless we have it in writing. Urgent Matters will be attended to immediately, but a maintenance request will still be required for the records.

Date:		
Address:		
Tenant/s		
Phone Home:	Work:	Mob:
Email Address:		

### REQUEST

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I/We the tenant/s of the above mentioned property give permission for APC to disclose our telephone number/s to a tradesperson to allow attention to the above maintenance issue.

Signed: \_\_\_\_\_

Please indicate: Stove: Gas/Electric  
Hot Water System: Gas/Electric/Solar