



The Real Estate Institute of Queensland  
Accredited Agency

# Request for Routine Maintenance Form

*Tenant to complete and submit this form to the agency.*

**Name of agency**

Property manager

Agency address

Contact details Fax  Mobile  Office

Email

**Name of tenant/s**

Property address

Contact details Home  Mobile  Work

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 **(please tick one)**

Consent

Do not consent

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.

I/We understand that the tradespeople/contractors and your agency are bound by the Privacy Act 1988, and acknowledge that upon request a privacy policy will be supplied.

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Signature of tenant/s Date