



The Real Estate Institute of Queensland

Request for Maintenance Form

Please email, fax, deliver or post this form to the agency.

Member Office

Name of tenant/s _____

Property address _____

Contact details Home _____ Mobile _____ Work _____

Email _____

Name of agency _____

Name of property manager _____

Please provide the **complete** details of the maintenance advice, 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 for the sole purpose of gaining access to the property in order to complete any required maintenance and or quotes that may be required to be attended to as per the lessor's instructions.

I/We also (please take one)
Consent []
Do not consent []

to tradespeople 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, in accordance with the Residential Tenancies Act 1994. Alternative arrangements via appointment during business hours can be otherwise be arranged with the tradesperson direct. I/We understand that the tradespeople and your agency are bound by the Privacy Act 1988, and acknowledge that upon request a privacy policy will be supplied.

.....
Signature of tenant/s

.....
Date