



The Real Estate Institute of Queensland  
Accredited Agency

# Request for Routine Maintenance Form

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

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.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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's 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, in accordance with the Residential Tenancies Act 1994. 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.

.....  
Signature of tenant/s

.....  
Date