

Maintenance request

About three minutes. One problem per request, please.

Questions marked * need an answer.

Emergency? A gas smell, flooding, no power, no heat or a lock-out: phone [number] now. Don't use this form.

1. Your name *

2. Mobile number *

3. Email *

4. Property address *

Street address

Address line 2

City or suburb

State or region

Postcode or ZIP

5. Unit, apartment or room number

6. What kind of problem is it? *

- | | | |
|-------------------------------------|---|--|
| ☐ Plumbing | ☐ Electrical | ☐ Heating or cooling |
| ☐ Appliance | ☐ Doors, locks or windows | ☐ Pests |
| ☐ Damp or mould | ☐ Other | |

7. Where is it? *

8. Describe the problem *

What happens, and since when.

9. Appliance make and model

Only if "What kind of problem is it?" is Appliance.

10. Which rooms are affected?

Only if "What kind of problem is it?" is Pests or Damp or mould.

11. Photos

A photo or two helps us send the right trade.

Attach this separately and write what you attached below.

12. Is this stopping you using water, heating, power or a toilet, or is it a safety risk? *

☐ Yes

☐ No

13. If you're not home, can we let a tradesperson in? *

☐ Yes, with notice

☐ No, call me to arrange

14. Best days and times for access

Only if "If you're not home, can we let a tradesperson in?" is No, call me to arrange.

15. Any pets at home?

☐ Yes

☐ No

16. What kind?

Only if "Any pets at home?" is Yes.

We may share your name, number and access details with the tradesperson doing the job. Privacy policy: _____.