

The Chelsea Bowen Hills

16 Hamilton Pl, Bowen Hills, QLD 4006

Chelsea Realty Pty Ltd

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Maintenance Request

Unit Number: _____ Tenant Name: _____ Date: _____

Tenant Phone Contact: (H) _____ (W) _____ (M) _____

Maintenance Problem – Please give as much detail as possible

Has this problem occurred previously? _____

Permission to enter unit: **yes / no** while you are not there: **yes / no** (please circle) without entry notice

Tenants Signature/s: _____ Date: _____

If the problem is traced back to a ‘user’ fault you will be liable for all costs.

Please be advised that while every effort will be made to have your request attended to as quickly as possible – remember we are only the owner’s agent and the final confirmation for expenditure must be approved by the owner.

This portion is to be completed by Chelsea Realty property management.

Costing		
Labour		\$
		\$
		\$
		\$
		\$
		\$
Parts		\$
		\$
		\$
		\$
		\$
		\$
		\$
	Total inc. GST	\$

Contact	
Owner	
Phone	
Notified	
Notes	
Tradesperson	
Phone	
Notified	
Owner confirmed	
Notes	
Work date	
Notice to tenant	
Completed	