



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.*

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.

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Signature of tenant/s

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Date