

MAINTENANCE REQUEST

PLEASE LEAVE ON KITCHEN BENCH FOR INSPECTION

(Note: If repair is urgent please contact this office immediately via email:
rentals@bossexpress.com.au or phone 07 3888 4555)

Property Address:

Tenant Names:

Contact Numbers:

Description	Y	N	Location
Have you noticed any leaks in the showers, vanities, sink or taps through the house?			
Have you noticed any dampness in skirting boards, carpets, inside cupboards or any other area inside or outside the house?			
Are any fans or air conditioning units not functioning properly?			
Are there any electrical appliances such as stove tops, ovens etc not functioning properly?			
If there is a Septic system at the property are the pumps functioning properly?			
If there is a septic/sullage system at the property have you arranged to have the grease traps cleaned (please provide a receipt)			
If there is a pool at the property, is the pool being cleaned and maintained at all times? Is the filter functioning properly?			
Have you noticed any loose or rotting steps, floorboards or railings?			

Please provide details if any maintenance required:

SMOKE ALARMS: Tenants are required to test and clean each smoke detector in the premises at least once every twelve (12) months. The tenant is required to replace (in accordance with the information statement (RTA Form 17a) provided to the tenant) each battery that is flat or almost flat. If a tenant becomes aware that the smoke detector is not working, other than the battery is flat or almost flat, the tenant must advise the Lessor's agent as soon as practicable.

I/we the undersigned hereby advise that the smoke alarms have been tested and cleaned as per the legislation.

I/we understand that tradespeople or repairers may enter the property using a master key in order to carry out and/or view repairs if I am not able to attend.

Tenant/s Signature/s:.....**Date:**/...../.....