

# SUPREME PROPERTY MANAGEMENT

P.O.Box 755  
Mount Ommaney QLD 4074  
Ph 0439 542 619  
Fax 07 3878 6585  
Email [rentals@smbbrisbane.com.au](mailto:rentals@smbbrisbane.com.au)

## **MAINTENANCE REPAIR REQUEST**

It is our office policy that we receive all Maintenance issues in writing (e-mail, fax or mail).

Property Address: \_\_\_\_\_

Tenants Name/s: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mob: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Maintenance-

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I do / do not want to be at the property when the maintenance work is taking place.

I do / do not authorise Supreme Property Management to give out my contact details to the repairer.

### **Please take note:**

All owners will be contacted via e-mail or phone getting authorisation for repairs to be completed, we do understand that this may be an inconvenience, we do thank you for your patience. We will contact you with the details as soon as possible.

If you have authorised Supreme Property Management to give out your contact details, a contractor will contact you to make a time for repairs.

If you are unable to be home keys will be handed out to the repairer to attend the property for repairs. SPM will not accompany tradesmen/contractors.

I \_\_\_\_\_ of \_\_\_\_\_ have read and understood the above notes. I understand if I, or an occupant of the property, have caused the damage the invoice will be sent to me for payment.

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_: \_\_ am/pm

Name \_\_\_\_\_

