



# Tenant Maintenance Request Form

All maintenance issues are to be reported directly to the agents. Due to recent changes in Occupational Health and Safety Legislation, we are now only able to accept repairs IN WRITING by filling out the Maintenance Form. Tenants are required to send written repair form notice. You can either

1. Come into our office and fill out a maintenance request form, OR
2. Email to [rentals@cjintl.com.au](mailto:rentals@cjintl.com.au) or [frontdesk@cjintl.com.au](mailto:frontdesk@cjintl.com.au)

In order for a repair to be attended to in a timely manner, please co-operate with our property managers.

**Please kindly attach the photos of the maintenance areas and write down the brand and serial number if they're appliances.**

Tenant Name (Listed on the tenancy agreement) : \_\_\_\_\_

Phone (Home) : \_\_\_\_\_ Phone (Mobile): \_\_\_\_\_

Email Address : \_\_\_\_\_

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

**For Gas Leak please contact your Utility Provider Emergency Line IMMEDIATELY**

**Please note any leakage issue, kindly give us a call via 02)9739 6000 and report via Form, send email**

**Before processing the request please check the following matters: (Please Tick the Box)**

Has appliance/Air condition filter been cleaned? Yes  No

Have you changed the bulb? Yes  No

Have you checked if there are any food crusts inside the stove? Yes  No

Is this your damage due to your fault? Yes  No

**Please note if the above issues were found to be the cause of the maintenance after we have arranged the tradesman the costs are your responsible.**

**Access for Tradesperson: You need to ensure that you set up a fixed time and date with our tradesmen, please also note that aggressive behaviour to any of our tradesmen is not allowed and can be delayed or refused the job.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Requests: \_\_\_\_\_

**If the repair is for any of the followings, You must list the make, model and serial number**

Dishwasher		Stove	
Dryer		Oven	
Washing machine		Microwave	
Intercom	(Built-ins//Handset)		
Air conditioning	(Ducted//Separate)		
Heating	(Ducted//Separate)		
Others			

**Please email it to: [frontdesk@cjintl.com.au](mailto:frontdesk@cjintl.com.au) or [rentals@cjintl.com.au](mailto:rentals@cjintl.com.au)**

Office Use Only			
Received date		Processed by	
File created by		Status updated	
Reviewed by PM			