

# 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

- Come into our office and fill out a maintenance request form, OR
- You Must 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)

- If it has been found the issue is not a mechanism issue, and it's due to cause of the tenant the invoice will be sent to you. Please ensure you check the following matters prior to sending the form.

Has appliance/Air condition filter been cleaned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you changed the bulb?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you checked if there are any food crusts inside the stove?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this your damage due to your fault?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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			

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