



MAINTENANCE REQUEST FORM

Property Address: _____

Tenant's Names: _____

Best Contact: _____

Emergency: YES NO If yes, please call the office on 07 3491 2000

Electrical Plumbing General

Appliance If yes type & model number: _____

Description of Problem:

I acknowledge that my contact details will be given to the tradesperson who will contact me to arrange an appointment time for the work to be done (please note, if you require after hours attendance you will be responsible for any additional charge)

Or

I/we give our permission for the tradesperson to collect the office set of keys from OKG Property Management and attend to the above maintenance.

Signed: _____

Date: _____

Please email this form to rentals@okg.com.au or call the office on 3491 2000 if the matter is urgent.