Maintenance & Repair Request

Details:		
Date:		
Tenant Name(s):		
Address:		
Contact Details: (H)	(w)	(M)
Email Address:		
Is this repair: Urgent ☐	Non-Urgent ☐	

Repairs Required - Provide as much detail as possible (Include make and model if an electric issue)

Access for Tradesperson
Use the Agency's Key ☐ Call to arrange access ☐

Lodgment of form:
In person at Clark Real Estate: 828 Sandgate Road, Clayfield.
Emailed to: rentals@clarkrealty.com.au
Faxed to: (07) 3256 1788
Mailed to: Clark Real Estate
PO Box 104
Clayfield 4011

Office Use Only	
Date Received:	Time:
Property Manager:	
Date entered on Computer:	By:
Job Given to:	
	Order No.

Phone: (07) 3256 1600
Fax: (07) 3256 1788
rentals@clarkrealty.com.au
http://www.clarkrealty.com.au