

# HOUSING MAINTENANCE REQUEST FORM



Please email completed form to [maintenance@nparc.qld.gov.au](mailto:maintenance@nparc.qld.gov.au)

Date		Tenant Name				
Property Address						
Contact Details	Home		Work		Mobile	
Email Address						
Dogs at property?	Yes	No	If YES, how many?			

*For safety reasons, please ensure ALL dogs are securely restrained prior to arrival of any personnel or contractors attending the property.*

Type of trade required	Plumber	Electrician	Carpenter	*Other
If *Other, please specify				
Nature of damage <i>(Please provide details below and attach photos – if any)</i>				
Cause of damage <i>(Please provide details below and attach photos – if any)</i>				

## OFFICE USE ONLY

Costs to be charge to		If other, please specify			
Req #		PO#	Quote #	Quote provided by	
Approved by				Position	
Signature				Date	

Document Type	Form	Document #			
Document Name	Housing Maintenance Request Form				
Created by	Property and Leasing Manager	Version	1.0	Revision	16/09/20
Document owner	Corporate Services				
Document approver	Executive Manager – Corporate Services	Date approved			
HPE Content Manager		HPE DL#		Page 1 of 1	