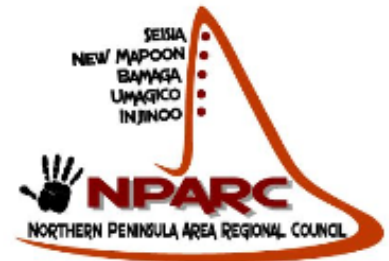


HOUSING MAINTENANCE REQUEST FORM



Please email completed form to 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	