



# Richmond Shire Council

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Office Use Only	
Received By	
Date Received	

## Housing Maintenance & Repair Request

<b>Tenant Information</b>	Full Name:		
	Date of request:		
	Property Address:		
	Town: Richmond	State: QLD	Postcode: 4822
	Contact Number:		
	Email Address:		

<b>Authorised Entry</b>	<p>By signature affixed, resident authorises the landlord or the landlord's agents to enter the premises without notice at reasonable times to perform the repairs/ maintenance.</p> <p><b>Please Note: Repairs and maintenance—if property is remote and not practicable due to shortage of tradespeople no notice is required.</b></p>
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<b>Signature of Tenant</b>	Full Name:	
	Signature:	
	Date:	

<b>Unauthorised Entry</b>	Resident requests that Landlord or Landlord's agent contact them at the number listed below for authorisation to enter. Resident recognises that repairs/maintenance may be delayed due to unauthorised entry.
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<b>Signature of Tenant</b>	Full Name:	
	Signature:	
	Date:	

<b>Agent's Response</b>	The repairs/maintenance requested above were performed on _____
	The above work was completed and satisfactory to the best of the agent's knowledge. Copy of request to tenant file on _____.
	Work was not completed due to the following reasons _____
	_____
	Follow-up action taken on _____
	Comments: _____ _____ _____

