

FORM Housing Maintenance / Work Request

Council Rental Accommodation

NOTE: Failure to complete all questions will delay processing the work.

Request date _____

Tenant's name/s _____

Contact number _____

Address of residence where work is to be carried out _____

Jundah

Stonehenge

Windorah

URGENCY OF WORK: **Safety** **Functionality** **Cosmetic only**

Type of Work or Repair

Description of work or repair requested

Electrical / air conditioners

Walls / fixtures

Doors / windows / fly screens

Flooring

Plumbing / pipes / water

Painting

Building structure / roof / stumps

Fencing / grounds / driveway

Other, please specify

Has this defect been noted on any previous inspection report? (please tick one) **Yes** **No**

Reported by _____ **Date** _____

Office use only – Form File Ref: 44268

Received by _____ Date _____ Time _____ **Doc ID No.** _____

Forwarded to Housing Officer _____ for attention on _____
(name) (date)

Works completed by _____ Completion date _____
(name)

Officer comments (person completing the work) _____