Non Urgent Repair Advice Form

Your Housing Manager will organise maintenance resulting from "fair wear and tear". Other repairs to your home, which you or your guests were responsible for creating, may be carried out by contractors but you will be required to pay for these repairs.

In order for a repair to be attended to, please complete this repair advice and email or deliver to your Housing Manager. The more detail you provide, the quicker your Housing Manager can determine what action is required. Roseberry Qld , the Housing Manager and/or a Tradesperson will be in contact with you to determine a time for the maintenance to take place.

Please note that if you request repairs to your property and it is determined by RQ that there was nothing requiring maintenance then you may be requested to pay the contractor's call out fees.

Name:	
Address:	Unit Number: …….. Street Number: …… Street Name: …… Suburb: ……..
Phone:	Home: …… Day time: …… Mobile: ……..
Email Address:	

What type of repair is required (please give full detail):
(if you can supply photos, then send them to your housing manager's email or drop them in)

Stove or Oven:	Gas:	Yes	/	No	Electric:	Yes	/	No
Hot Water System:	Gas:	Yes	/	No	Electric:	Yes	/	No

I/We hereby authorise a trade person / Housing Manager / Roseberry Queensland representative to enter the property with the keys in order to inspect the repair and/or carry out the repair.

SIGNED BY TENANT: …… DATE: ……..

Please address all
correspondence to:
Roseberry Queensland
PO Box 1439
Gladstone Qld 4680

21 Dawson Road
Gladstone Qld 4680
Tel: (07) 49720047
Email; housing@roseberry.org.au