

What is an Entry Notice

An Entry notice (Form 9 in Qld) is used to notify tenants about an entry to their property. The form is completed by the agent and given to the tenant.

Maintenance Manager can automatically issue an Entry Notice (shown right) when you request Key Access to a property, saving you and the agent time and effort.

The image shows a standard Queensland Form 9 Entry Notice. It includes fields for the tenant's name and address, the agent's details, and sections for specifying the date and time of entry, the reason for entry (e.g., routine repairs or smoke alarm inspections), and the signature of the agent.

How to Invoke a Notice

1. In Maintenance Manager click to open the job in “To be scheduled”.

The screenshot shows the Maintenance Manager dashboard with various job status filters. The 'To be scheduled' filter is highlighted with a purple circle, indicating it has 4 jobs. Other filters include 'New requests' (4), 'To be quoted' (0), 'To be completed' (2), 'To be invoiced' (0), 'Disputed' (0), 'Recurring' (0), 'Job History', 'Jobs with New Notes' (10), and 'Documents Received'.

2. Select the **Scheduled date** and **Scheduled time** (Morning or Afternoon) and add any ‘Extra timing information’.
3. Under **Access** click on “Key and Notice of Entry needed for access”
4. Select the grounds for entry to the property as either “routine repairs” or “smoke alarms”.
5. Maintenance Manager will warn if there is insufficient time for the Notice period.
6. Click on the green **Schedule** key.

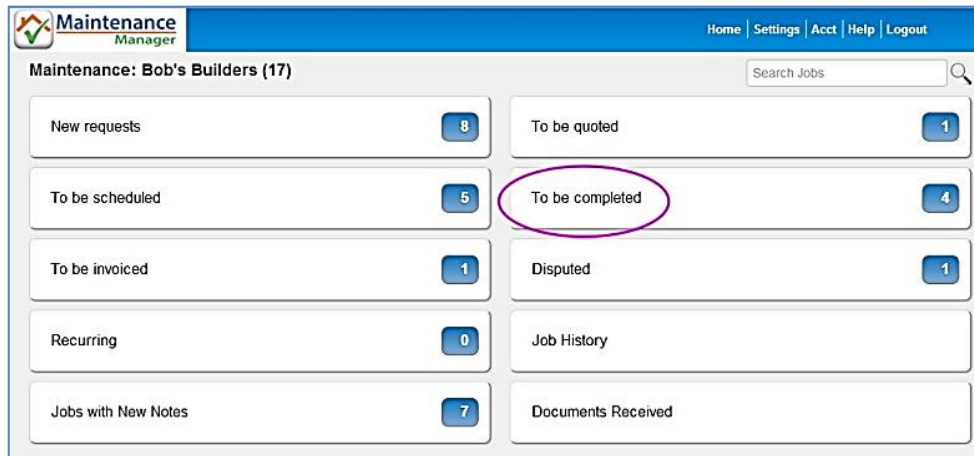
The screenshot shows the job scheduling interface for a job titled 'Re-install repaired A/C' at '99 Central Ave, Sandy Point, NSW 1234'. A modal window is open, allowing the user to select a 'Scheduled time' (Morning), 'Access' (checked for 'Key and Notice of Entry needed for access'), and 'Select grounds for entry to the property' (radio buttons for 'Make routine repairs...' and 'Carry out required smoke alarm inspections'). The background shows the job details, including a quote of \$125.00 and a note from the PM. At the bottom, there are buttons for 'Stay on Job', 'Schedule' (green), 'Decline' (red), and 'Exit' (blue).

7. A Notice of Entry is automatically emailed to the Tenant with the date and reason for entry. If the tenant doesn't have email, the agent can print and post.
8. You can then attend the property on the scheduled date.

View a Copy of the Notice

A copy of the Notice is placed in your Maintenance Manager system and you can see this as follows:

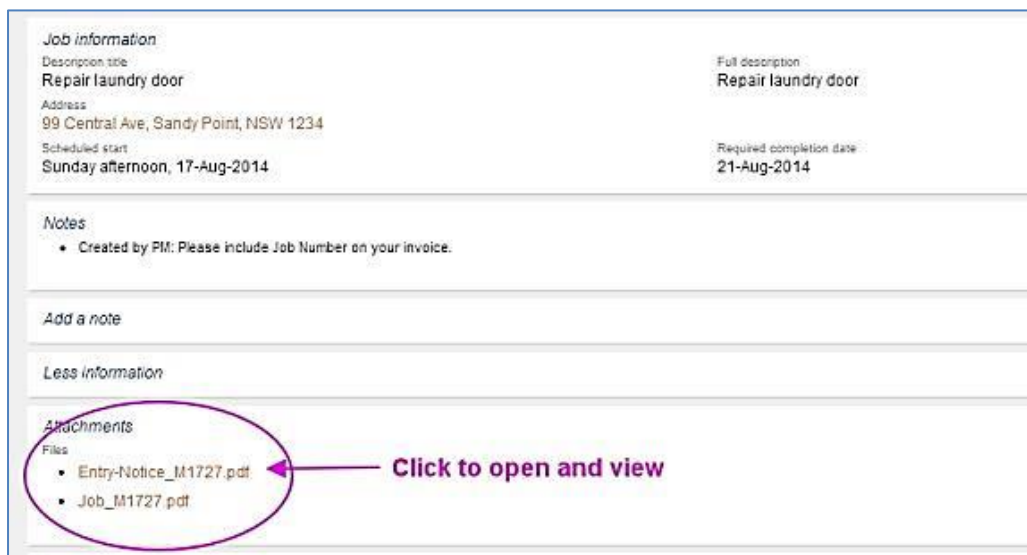
1. Open the Job in Maintenance Manager. If you have just scheduled the job it will be in **To be completed**.



2. Click on **More information** on the left side, half way down.



3. Under Attachments you will find a copy of your Job Sheet and a copy of the Entry Notice.



4. Click to open.
5. The Agency will also have a copy placed on the Job which is attached to the property as a formal record of the Notice being issued.