

# REPAIR REQUEST



## TO LODGE REPAIR REQUEST FORM

1. Lodge in person, or scan and email to «Company\_Email»; or
2. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

<b>LODGEMENT DETAILS</b>	Date Lodged	Property Manager Name
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## PROPERTY ADDRESS

<b>TENANT DETAILS</b>	Name
I am	<input type="checkbox"/> A Lease Holder <input type="checkbox"/> Approved occupant

## CURRENT EMAIL ADDRESS

<b>PREFERRED CONTACT METHOD</b>	<input type="checkbox"/> Home phone	<input type="checkbox"/> Work Phone	<input type="checkbox"/> Mobile number	<input type="checkbox"/> Email address
Home phone number	Work phone number			
Mobile number	Email address			

## TYPE OF REPAIR OR MAINTENANCE

- I/We have referred to the **Trouble Shooting Guide** in the Tenant Pack and have tried to resolve issue if safe and practical to do so.
- URGENT** – Emergency! If the Property or Person is in danger of damage or injury, call 000. **PLEASE PHONE OUR AGENCY IMMEDIATELY** - «Company\_Business»
- NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Landlord for instructions regarding the item/s and will advise the Tenant of the outcome ASAP.

## DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible and attach photos or extra page if required.*

- I / We have attached photos taken to help describe the repair request.

## COMPLETE IF APPLICABLE

<b>Hot Water</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model #	<b>Stove</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model #	<b>Oven</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model #
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## TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry
- Tenant/s to be present. Tradesperson is to call Tenant to arrange time. \* Please be aware that if the Tenant arranges a time with the Contractor but is not home as arranged, the Tenant may be responsible for the call out fee charged. Please ensure a nominated person is at home to allow access.

Best Contact Number	Best Day to Call	Best Time Period to Call : Between	and
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## TENANT SIGNATURE

Name	Signature	Date

## AGENCY USE

Date Received	Time Received	am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency – Actioned and Under Control	<input type="checkbox"/> Waiting Approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Lessor Instructions Attached	<input type="checkbox"/> Work Order Attached	