

Repair Request

TO LODGE REPAIR REQUEST FORM

1. Lodge in person or email to your relevant Property Manager, or
2. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

LODGEMENT DETAILS

Date lodged: ____ / ____ / ____ Property Manager name: _____

Property address: _____

TENANT DETAILS

Name: _____ Email: _____

Home phone: _____ Work phone: _____ Mobile: _____

Preferred contact method: Email Home phone Work phone Mobile

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE

Please be as specific as possible and attach photos or extra page, if required.

COMPLETE IF APPLICABLE

Hot water: Gas Electric

Stove: Gas Electric

Oven: Gas Electric

Model #: _____

Model #: _____

Model #: _____



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TENANT INSTRUCTIONS 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. Please note that third party means a contractor/tradesperson, or other third party required to carry out works. Your name and contact details will be provided to the third party to carry out the required works. The third party will endeavour to do all they can to arrange an agreed time.
- 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: _____ Between: _____ and _____

TENANT SIGNATURE

Name: _____ Signature: _____ Date: ____ / ____ / ____

Name: _____ Signature: _____ Date: ____ / ____ / ____

Name: _____ Signature: _____ Date: ____ / ____ / ____

AGENCY USE

Date received: ____ / ____ / ____ Time received: ____ : ____ am/pm Property Manager: _____

Approval status:

- Emergency – actioned and under control
- Waiting approval
- Work order sent to contractor
- Lessor instructions attached
- Tenant advised of action
- Landlord advised of outcome



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