

# REPAIR REQUEST



## TO LODGE REPAIR REQUEST FORM

- Lodge in person or mail to «Company\_Name»  
«Company\_Street» «Company\_City»  
«Company\_Postcode»
- Fax to «Company\_Fax»
- Scan and email to «Company\_Email» Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
- If our Agency is required to inspect work completed by a Contractor, an RTA Form 9 Entry Notice will be issued following completion of the work.

### LODGEMENT DETAILS

Date Lodged

Property Manager Name

### PROPERTY ADDRESS

### TENANT DETAILS

Name

Preferred method of contact

- Home phone address     Work Phone     Mobile number     Email     A Lease Holder     Approved occupant

Home phone number

Work phone number

Mobile number

Email address

### TYPE OF REPAIR OR MAINTENANCE

- URGENT** – Emergency! If the Property or Person is in danger of damage or injury, **PLEASE PHONE OUR AGENCY IMMEDIATELY - «Company\_Business»**
- NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Lessor for instructions regarding the item/s as advised and will advise the Tenant of the outcome ASAP.

### DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible.*

### COMPLETE IF APPLICABLE

**Hot Water Model**     Gas     Electric    **Stove Model**     Gas     Electric    **Oven Model**     Gas     Electric

### 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 to call

Between

and

### TENANT SIGNATURE

Name	Signature	Date

**PRIVACY STATEMENT** : Please refer to the Privacy Statement included in your 'Moving In Kit'. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.

### AGENCY USE

Date received	Time Received	am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency – complete REP12	<input type="checkbox"/> Waiting approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Tenant Sent Repair Status Advice – REPO5	<input type="checkbox"/> Lessor Instructions Attached	<input type="checkbox"/> Work Order attached