

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person
2. Fax to 3397 7459
3. Scan and email to executives@remax.com.au
4. 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			
I am		<input type="checkbox"/> A Lease Holder	<input type="checkbox"/> Approved occupant		
CURRENT EMAIL ADDRESS					
PREFERRED CONTACT METHOD		<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					
<input type="checkbox"/> 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.					
<input type="checkbox"/> URGENT – Emergency! If the Property or Person is in danger of damage or injury, call 000. PLEASE PHONE OUR AGENCY IMMEDIATELY					
<input type="checkbox"/> 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 <i>Please be as specific as possible and attach photos or extra page if required.</i>					
<input type="checkbox"/> I / We have attached photos taken to help describe the repair request.					
COMPLETE IF APPLICABLE					
Hot Water <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model #		Stove <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model #		Oven <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model #	
TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE					
<input type="checkbox"/> Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.					
<input type="checkbox"/> Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry					
<input type="checkbox"/> 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	
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	