



TO LODGE REPAIR REQUEST FORM

1. Lodge in person ; or
2. Fax to 4194 6677; or
3. Scan and email to rentalshb@remax.com.au; or
4. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

LODGEMENT DETAILS	Date Lodged	Property Manager Name
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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

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 – 07 4194 6644

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

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 #
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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	