

REPAIR REQUEST FORM

TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to **MGM Properties at Shop 11, 8 Bourke Street, Mascot**
2. Fax to 02 9667 1206
3. Scan and email to rents@mgmproperties.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

PREFERRED CONTACT METHOD

Home phone
 Work Phone
 Mobile number
 Email address
 I am A Lease Holder
 Approved Occupant

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 - 9317 5222
- 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 Gas Electric
Model #

Stove Gas Electric
Model #

Oven Gas Electric
Model #

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

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"/> Landlord Instructions Attached	<input type="checkbox"/> Work Order Attached	