

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
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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"/> Landlord Instructions Attached	<input type="checkbox"/> Waiting Approval <input type="checkbox"/> Work Order Attached	<input type="checkbox"/> Work Order sent to Contractor