



Level 1, 121 Sturt Street, TOWNSVILLE QLD 4810

PHONE (07) 4771 2211

FAX (07) 4772 2727

EMAIL excellencerentals@remax.com.au

REPAIR / MAINTENANCE REQUEST FORM

HOW TO LODGE THIS FORM

1. Lodge in person Level 1, 121 Sturt Street, TOWNSVILLE OR Mail to RE/MAX Excellence, PO Box 1832 Townsville, QLD 4810
2. Lodge by Fax to (07) 4772 2727
3. Scan and email to excellencerentals@remax.com.au
4. Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
5. If our Agency is required to inspect work completed, an RTA Form 9 Entry Notice will be issued following completion of the work.

PROPERTY ADDRESS

TENANT NAME

Tenant preferred method of contact

Home phone Work Phone Mobile number Email

I am

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 (07) 4771 2211**

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 BELOW DETAILS IF APPLICABLE TO THIS MAINTENANCE / REPAIR REQUEST)

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

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER THE RENTAL PROPERTY

- 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 Name

Tenant Signature

Date Form Completed

_____/_____/_____

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 our Property Management Supervisor.

OFFICE USE ONLY Date received ____/____/____ Time Received _____ am / pm

Approval Status Emergency – complete REP12 Waiting approval Work Order sent to Contractor
 Tenant Sent Repair Status Advice – REP05 Lessor Instructions Attached Work Order attached