

# Repair Request Form

Memento Vivere Pty Ltd ATF Honeste Vivere Unit Trust T/A

Ray White Toowoomba

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**RayWhite**

**Lodgement:** This form may be lodged in person or via the above business contacts.

ATTN: Property Manager ..... ☐ URGENT ☐ ROUTINE ☐ EMERGENCY

Property Address .....

## TENANT DETAILS:

☐ Update my contact details

Name.....

Phone ..... Mobile .....

Email .....

## REQUEST DETAILS:

Affected Room/Area .....

Item Requiring Repair .....

Description of the issue .....

..... ☐ GAS ☐ ELECTRIC

MAKE/MODEL .....

## TRADESPERSON ACCESS:

Is there a dog at the property? ☐ YES ☐ NO If yes, the tenant agrees to remove/restrain during repairs.

☐ Use Agency Key for access ☐ Call to arrange access

**\*\* PLEASE NOTE \*\*** Please be aware that if a booking is made with a Tradesperson and access is not available as arranged with the tenants, you may be responsible for the call out fee. Please ensure that the nominated person is at home to allow access.

Tenant Signature ..... Date .....

**PRIVACY STATEMENT:** We are an independently owned & operated business. We are bound by the National Privacy Legislation. We may be collecting personal information about you by various methods through the tenancy, to enable us to manage & maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of this property & to the tradespeople approved & authorised by Ray White Toowoomba in the course of our duties. You have the right to access personal information that we hold about you by contacting our Privacy Officer.

## AGENCY USE ONLY

☐ URGENT ☐ ROUTINE ☐ EMERGENCY

Received by .....

RECEIVED  
DATE STAMP

**Ray White**