

maintenance request

LODGEMENT DETAILS Date Lodged Property Manager Name

PROPERTY ADDRESS

TENANT DETAILS Name

Preferred method of contact I am

Home phone Work Phone Mobile number Email 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 CONTACT US IMMEDIATELY**
 - NOT URGENT** – 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.
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DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible.*

COMPLETE IF APPLICABLE

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

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE

- 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.
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Best Contact Number Best Day and Time of Day to call

TENANT SIGNATURE

Name	Signature	Date

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 the Privacy Officer.*

AGENCY USE

Date received	Time Received	am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency – complete	<input type="checkbox"/> Waiting approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Tenant Sent Repair Status Advice	<input type="checkbox"/> Lessor Instructions Attached	<input type="checkbox"/> Work Order attached

