

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person or post to to **Ray White Holland Park, PO Box 139 Holland Park QLD 4121**
2. Fax to (07) 3847 1711
3. Scan and email to hollandpark.qld@raywhite.com

LODGEMENT DETAILS

Date Lodged

Property Manager Name

PROPERTY ADDRESS

TENANT DETAILS

Name

Preferred method of contact:

I am:

Home phone Work phone Mobile Email

A Lease Holder Approved Occupant

Home phone number

Work phone number

Mobile number

Email

TYPE OF REPAIR OR MAINTENANCE

- URGENT** – Emergency! If the Property or Person is in danger of damage or injury, call 000.
PLEASE PHONE OUR AGENCY IMMEDIATELY - «PropManagerWrkPhone»
- NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Lessor 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 agrees 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

PRIVACY STATEMENT : *We are an independently owned and 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 and maintain the Premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the Property and to Contractors (approved and authorised by Ray White Holland Park) 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

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