

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

In Person / Mail to :
Ray White Ashgrove
1A/7 Ashgrove Ave
Ashgrove QLD 4060

Fax to : 07 3366 3642
Email to : ashgrove.rentals@raywhite.com

DATE LODGED

PROPERTY MANAGER NAME

PROPERTY ADDRESS

TENANT DETAILS

Name

I am

A Lease Holder Approved occupant

EMAIL ADDRESS

CONTACT NUMBER

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 3366 4033 AND CONFIRM VIA EMAIL**
- 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 / DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible.*

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
- 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.

TENANT SIGNATURE

Name	Signature	Date