

## Repair Request

### TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to Ray White Oatley, 30 Frederick Street, Oatley, NSW 2223
2. Fax to 9580 7755
3. Scan and email to rentals.oatley@raywhite.com
4. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.



LODGEMENT DETAILS      Date logged      Property Manager Name

### PROPERTY ADDRESS

TENANT DETAILS      Name

Preferred method of contact

I am

☐ Home phone    ☐ Work phone    ☐ Mobile number    ☐ Email address    ☐ 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, call 000. PLEASE PHONE OUR AGENCY IMMEDIATELY – 9580 7111.
- ☐ **NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Landlord 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 a page if required.*

### 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 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
- ☐ 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 Oatley 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"/> Landlord Instructions Attached	<input type="checkbox"/> Work Order Attached	