REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

- 1. Lodge in person; or
- 2. Fax to Ray White Kallangur 07 3204 4083; or
- 3. Scan and email to kallangur.qld@raywhite.com; or
- 4. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

LODGEMENT DETAILS D		Date Lodged	Property Manager Name			
PROPERTY ADDRESS						
TENANT DETAILS		Name				
		I am	☐ A Lease Holder	□ Арр	☐ Approved occupant	
CURRE	NT EMAIL ADDRESS					
PREFERRED CONTACT METHOD		☐ Home phone	☐ Work Phone	☐ Mobile number	☐ Email address	
Home phone number			Work phone number			
Mobile number			Email address			
TYPE OF REPAIR OR MAINTENANCE						
□ I/We have referred to the Trouble Shooting Guide in the Tenant Pack and have tried to resolve issue if safe and practical to do so.						
	□ URGENT – Emergency! If the Property or Person is in danger of damage or injury, call 000. PLEASE PHONE OUR AGENCY IMMEDIATELY – 07 3886 1288					
	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 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 🗆 (Model #	Gas □ Electric	☐ Electric		
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 s 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 Ca	Best Day to Call Best Ti		: Between and	
TENANT SIGNATURE						
Name		Signature		Date		
AGENCY USE						
Date Re		Time Received		Property Manager		
Approva			☐ Waiting Approval	□ Work Order s	ent to Contractor	
	☐ Lessor Instruction	s Attached	☐ Work Order Attached			

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