

REPAIR REQUEST



TO LODGE REPAIR/REQUEST FORM

1. Lodge in person or mail to Ray White Hervey Bay
350 Esplanade, Scarness, QLD 4655
2. Fax to 07 4124 7666
3. Scan and email to your property manager or
herveybay.qld@raywhite.com
4. Leave on kitchen bench for routine inspection

PROPERTY ADDRESS _____

TENANT NAME _____ **PHONE** _____

TYPE OF REPAIRS OR REQUESTS

- URGENT** – Emergency! If the property or person is in danger of damage or injury
PLEASE PHONE OUR AGENCY IMMEDIATELY – 07 4124 7777
- NOT URGENT** – Please be aware our agency is to refer to the lessor for instructions regarding the item/s as advised and we will advise the tenant ASAP.

DESCRIPTION OF MAINTENANCE/REQUEST Please be as specific as possible

COMPLETE IF APPLICABLE

Hot Water Gas Electric
Model#

Stove Gas Electric
Model#

Oven Gas Electric
Model#

TENANT INSTRUCTIONS FOR TRADESPERSON TO ENTER

- Dog/s are kept at property, tenant agrees to restrain or remove for access
- Approval to enter via agency key with tradesperson to advise tenant of the day of entry
- Tenant to be present, tradesperson to call tenant to arrange time

*If the tenant arranges a time and is not home, the tenant may be responsible for the call out fee

| Name | Signature | Date |
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