

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

- Lodge in person or mail to
Ray White Middle Park
30B/92 Horizon drive,
Middle Park QLD 4074
PH: 07 3279 4777 Fax: 07 3376 5781
- Scan and email to ross@rwmp.com.au or jacqui@rwmp.com.au
- Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
- If our Agency is required to inspect work completed by a Contractor, an RTA Form 9 Entry Notice will be issued following completion of the work.

LODGEMENT DETAILS Date Lodged Property Manager Name

PROPERTY ADDRESS

TENANT DETAILS Name

Preferred method of contact

I am

Home phone Work Phone Mobile number Email A Lease Holder Approved occupant address

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, **PLEASE PHONE OUR AGENCY IMMEDIATELY – RAY WHITE MIDDLE PARK 07 3279 4777**
- 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 AND 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
- 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

Between

and

TENANT SIGNATURE

Name	Signature	Date