

Ray White Samford
Phone: 07 3430 9292 - Fax: 07 3289 6558
Email: rentals2.samford@raywhite.com

Date Received: ____ / ____ / ____

Time Received: ____ : ____ am/pm

TENANT REPAIRS / REQUEST FORM

Property Address: _____

Tenant Surname: _____ First Name: _____

Contact Number: _____ Email: _____

Outline repair/s required and/or request below. Please be specific and give full details, for example make/model/fault/location. Contractors will NOT action work orders unless this information has been supplied.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Appliance

Brand: _____
Model: _____
Appliance Number: _____

Hot Water System

Brand: _____
Model: _____
Gas or Electric or Solar

Ride on Mower

Make: _____
Model: _____

To Gain Property Access:

Use agent's key and enter at the convenience of the tradesperson
Contractor to phone and make appointment direct with tenant to enter

YES - NO
YES - NO

Tenants Confirmation:

I/We hereby authorise your office and/or the repairers to enter the property as above in order to carry out the repairs.

Tenants Signature: _____ Date: ____ / ____ / ____

✚ IF THE REPAIR IS OF AN EMERGENCY NATURE PLEASE CONTACT US BY PHONE FIRST PRIOR TO SUBMITTING THIS FORM

✚ If this is an **EMERGENCY** and a trades person has not contacted you by **4:00pm** please advise our office.

✚ If the repair is not of an emergency nature and a trades person has not contacted you **within three business days** please contact our office

It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs/complaints to be attended to, please complete this form and fax, post or deliver to our office. Either a representative of our office or a tradesperson will then be in contact with you. We are an independently owned and operated business. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies & Rooming Accommodation Act 2008. We may disclose personal information about you to the owner of the property and to contractors (approved and authorized by Ray White) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting our privacy officer.

OFFICE USE ONLY:

Owner Notified: _____ Quote Sent to Owner: _____

Quote Organised: _____ Work Order Sent: _____

Notes: _____