

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to **Elders Real Estate**, 41 Murilla Street, Miles QLD, 4415.
2. Scan and email to : miles@eldersrealestate.com.au
3. Leave form on kitchen bench for collection on inspection date

LODGEMENT DETAILS Date Lodged Property Manager Name

PROPERTY ADDRESS _____

TENANT DETAILS NAME _____

I AM A LEASE HOLDER / APPROVED OCCUPANT

CURRENT EMAIL ADDRESS _____

PREFERRED CONTACT METHOD (PLEASE CIRCLE)

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 and have tried to resolve issue if safe and practical to do so.
- URGENT-** Emergency! If the Property or Person is in danger or damage or injury, Call 000
PLEASE PHONE OUR AGENCY IMMEDIATELY 07 4627 2217 OR AFTER HOURS 0427 271 541
- NOT URGENT-** Not an emergency. 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 to help describe the repair reques

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 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: _____

TENANT SIGNATURE

NAME	SIGNATURE	DATE

AGENCY USE

Date Received: _____

Time Received: _____ am / pm

Property Manager: _____

Approval Status

Emergency – Actioned and Under Control

Landlord Instructions Attached

Waiting Approval

Work Order Attached

Work Order sent to Contractor

