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: chinchillamiles.elders@email.propertyme.com
- 3. Leave form on kitchen bench for collection on inspection date

LODGEMENT DE	TAILS Date Lodged		Property	Manager Name						
PROPERTY ADD	RESS									
TENANT DETAIL	S NAME									
	IAM	А	LEASE HOLDER / A	PPROVED OCCUPANT						
CURRENT EMAI	L ADDRESS									
	NTACT METHOD (PLEAS									
Hom	e Phone	Work Phone		Mobile Number	Email Address					
Home Phone Nu	umber			_Work Phone Numbe	r	_				
Mobile Number				_Email Address						
TYPRE OF REPA	IR OR MAINTENANCE									
I/We	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 Miles office 07 4627 2217 After hours 0427 271 541									
	Chinchilla office 07 4669 1966 After hours 0427 132 735 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 A	ND DETAILS OF REPAIR	OR MAINENANCI	E Please be as speci	fic as possible and atta	ch photos or extra page if required.					
1/ \//	e have attached photos	to haln dascriha t	he renair reques							

COMPLETE IF APPLICABLE

Hot Water	GAS / ELECTRIC	<u>Stove</u>	GAS /	ELECTRIC	<u>Oven</u>	GAS	/ ELECTRIC				
Model #		Model #			Model #						
TENTANT INSTR	UCTION FOR TRADESPERSON TO	O ENTER AND A	CTION OR	QUOTE ON REPAI	R OR MAINTENA	NCE					
Dog/s	Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access										
Appro	Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry										
the C	nt/s to be present. Tradespersor ontractor but is not home as arr nated person is at home to allov	anged, the Tena									
Dook Contact No		Doort Door	to Colli		Post Time		las Calli				
Best Contact Nu	mber:	Best Day to Call:			Best Time	Best Time Period to Call:					
TENANT SIGNAT	URE										
NAME		SIGNATURE				DATE					
AGENCY USE											
Date Received:		Time Received:am / pm Pro			Property Manag	operty Manager:					
Approval Status											
Emer	Emergency – Actioned and Under Control										
Landl	Landlord Instructions Attached										
Waiti	ng Approval										
Work	Order Attached										
Work	Order sent to Contractor										

