

REPAIR REQUEST



PROPERTY ADDRESS: _____

TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail **YOUR CHOICE REALTY**
2. **Fax**
3. Scan and email to your **Property Manager**
4. Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
5. 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: _____

TENANT DETAILS

NAME: _____

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 – FOREST LAKE OFFICE 3879 7222 – SPRINGFIELD REGION OFFICE 3151 2870**
- 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
Model

Gas Electric

Stove
Model

Gas Electric

Oven
Model

Gas Electric

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.

TENANT SIGNATURE: _____

AGENCY USE

Date received	Time Received	am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency – complete REP12	<input type="checkbox"/> Waiting approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Tenant Sent Repair Status Advice – REP05	<input type="checkbox"/> Lessor Instructions Attached	<input type="checkbox"/> Work Order attached

NOTES: