

REPAIR REQUEST



PROPERTY	ADDRESS _____
TENANT	NAME _____
Contact info	I AM <input type="checkbox"/> The Registered Tenant on the Lease <input type="checkbox"/> Approved Tenant T (H/W) _____ M _____ Email _____
REPAIR ADVICE <small>Please provide as much detail as possible so we can arrange appropriate action.</small>	<p>THIS REQUEST IS:</p> <p><input type="checkbox"/> URGENT – An emergency or the property is in danger of damage <input type="checkbox"/> NOT URGENT – Not an emergency</p> <p>..... </p> <p>IF APPLICABLE</p> <p>HOT WATER <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL _____ STOVE <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL _____ OVEN <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL _____ OTHER _____ <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC MAKE/MODEL _____</p>
ACCESS FOR TRADESPERSON	<p>ACCESS FOR TRADESPERSON</p> <p><input type="checkbox"/> A Dog is on premises. Tenant/s agree to restrain or remove for access. <input type="checkbox"/> Use Agency key <input type="checkbox"/> Call to arrange access *</p> <p>CONTACT(H) _____ (W) _____ (M) _____</p> <p>BEST TIME TO CALL _____ DAY _____ TIME am/pm</p> <p><small>* Please be aware that if a booking is made with the Contractor and access is not available, as arranged with tenants, you may be responsible for the call out fee. Please ensure a nominated person is at home to allow access.</small></p>
TENANT SIGNATURE	_____ Date __/__/__
LODGEMENT	<p>THIS FORM MAY BE EITHER</p> <ol style="list-style-type: none"> 1. Lodged in person at Rental Express 232 Kelvin Grove Rd, Kelvin Grove 2. Mailed to Rental Express at the above address. 3. Faxed to 07 3552 7699. 4. Left on kitchen bench on the date we have advised of an inspection. We'll collect it!
PRIVACY STATEMENT	<small>We are an independently owned and operated business. We are bound by the National Privacy Legislation. We may be collecting personal information about you by various methods through the tenancy, to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorized by Harcourts Property Centre) in the course of our duties. You have the right to access personal information that we hold about you by contacting our privacy officer.</small>
AGENCY USE	<p>Date Received _____ Time _____ am/pm Property Manager _____</p> <p><input type="checkbox"/> Lessor Instructions Attached <input type="checkbox"/> Work Order Attached <input type="checkbox"/> Owner Emailed & Awaiting Instructions <input type="checkbox"/> Emergency – Actioned and Under Control</p>