

REPAIR REQUEST

TO LODGE REPAIR REQUEST FORM

1. Lodge in person ; or
2. Scan and email to rentals.in@oneagency.com.au ; or
3. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

PROPERTY ADDRESS

TENANT DETAILS

Name:

Phone:

Email:

TYPE OF REPAIR OR MAINTENANCE

- I/We have referred to the **Trouble Shooting Guide** in the Tenant Pack and have tried to resolve issue if safe and practical to do so.
- URGENT** – Emergency! If the Property or Person is in danger of damage or injury, call 000.
PLEASE PHONE OUR AGENCY IMMEDIATELY – 07 3189 2555
- NOT URGENT** – ie Not an emergency. NB: 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.*

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- I / We have attached photos taken to help describe the repair request.

COMPLETE IF APPLICABLE

Hot Water

- Gas Electric

Model #

Stove

- Gas Electric

Model #

Oven

- Gas Electric

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 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

Name	Signature	Date